
WATER AUTHORITY OF FIJI

REF: 1020 MANAGER SPECIAL PROJECTS (NATIONAL OFFICE)

Purpose

The Manager Special Projects will be responsible for leading and managing a comprehensive array of activities leading to speedy implementation & commissioning of high priority capital projects. This position reports to the General Manager Special Projects.

Principal Accountabilities

1. Leadership & Leading Change

- Leadership is a critical requirement for the success of this position. Water Authority of Fiji expects its leaders to actively be a role model and support the leadership values as described in the Customer Charter, the strategic business plan, and our Leadership Expectations.
- To support our desire to be an agile and responsive organization, the Manager Special Projects will effectively lead a culture of continuous, swift improvement where individual learning and development is valued. This will require the Manager Special Projects to proactively equip their people with the right skills and experiences to do their current roles and to develop along their chosen career path.

2. Working Collaboratively

Managing for organizational outcomes requires specific collaborative behaviours. The Manager Special Projects will effectively communicate and proactively manage relationships in a way that results in the best outcome for Water Authority of Fiji.

- Have a clear understanding of the organization's strategic direction and outcomes, and how their unit contributes to, and can influence progress towards these outcomes.
- Effectively manage relationships horizontally and vertically across the organization as well as relationships with external stakeholders.
- Role-model organization-wide thinking and behaviors that support organizational outcomes, and support others to do so. This will require effective communication and relationship

management skills to champion the interests of their own unit while making decisions to achieve organizational outcomes.

- Share knowledge and information, making it readily available in a way that is coordinated, accurate and containing all the information to meet the internal or external customer's needs.
- Proactively seek out and learn from collective experiences.

3. Management Practices

- Ensuring challenging performance targets, realistic budgets and risk management strategies are set for their business unit and contribute to the same for the organization.
- Actively leading, supporting and empowering a team of passionate and engaged people, who are proactively equipped with the right tools and skills, to autonomously deliver results to agreed timeframes and standards.
- Taking responsibility for quality assurance for their business unit demonstrated by establishment of effective quality controls
- Actively identifying and managing risks for their area of responsibility on an ongoing basis demonstrated by effective containment of risk and positive results from performance audits and financial management reports.
- Ensuring practices and decisions are consistent with legislative requirements and management objectives set out in Water Authority of Fiji policies, and employment agreements.

4. Specialist Knowledge

The Manager Special Projects will possess:

- In-depth and current technical or professional knowledge in their specialized field and a commitment to the maintenance and development of this knowledge. This may include relevant formal qualifications and membership of relevant professional institutes where appropriate.
- Substantial generalized knowledge of Water Authority of Fiji or similar agency.
- Experience in operating at a similar management level in a large or complex organization.
- Excellent understanding and awareness of the public and private sector context in which Water Authority of Fiji operates

3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the General Manager Special Projects effectively and efficiently addressed

The following are key tasks for the Manager Special Projects:

- a) The Manager Special Projects is responsible for the effective implementation of selected high priority capital projects ensuring that all projects are completed on time, within budget and proven quality. The role will support the achievement of the company's strategic goals, ensuring the optimum balance between costs, risk and benefit in doing so.
- b) In undertaking this role the incumbent will have responsibility for the following functions.
- c) Oversee the special project SBU of the Water Authority of Fiji leading to implementation of one or two major projects identified as per the government priorities under the master plans developed. Lead the appraisals, feasibilities & preliminary design programmes of high priority Water & Wastewater development proposals of the government to bankable stage and final implementation.
- d) Liaise with Major Donor Agencies, Lending Agencies, Government ministries & other stakeholders towards speedy implementation of high priority projects of the government.
- e) Plan, develop & implement appropriate procurement strategies in line with potential donor agency guidelines.
- f) Lead the sector reform dialogue with the relevant stake holders meeting donor covenants thus facilitating the speedy implementation of high priority projects.
- g) Support the initiative of developing in-house capacity on planning, designing & construction activities with greater international exposure to WAF staff.
- h) Support the initiative of developing local consultants & contractors for the implementation of international projects.
- i) Super version of Consultants & contractors in the execution of project implementation.
- j) Coordinate, liaise & provide project support to other SBUs to achieve efficiency targets bench marking with best water utilities in the Asia-Pacific region.

Drive the implementation of selected high priority projects to achieve wider coverage, improved service levels and greater efficiency for the Water Authority of Fiji to become the model projects for the country for replication.

Knowledge & Experience

- Degree in Civil Engineering or equivalent
- Minimum of 8 years proven experience as a professional engineer with at least five years' experience in project planning role of Water & Wastewater infrastructure 1 year in a supervisory role will be an added advantage
- Proven experience in developing social safeguards compliance documents
- Ability to analyse social safeguards and gender dimensions and write reports
- Knowledge of Fiji national legislation related to gender and social safeguards
- Understanding and experience with at least some of the most commonly used environmental / social safeguards used by WAF investment partners – Asian Development Bank, World Bank, European Investment Bank, International Finance Corporation
- Excellent written and verbal communication skills, at all levels
- Ability to work effectively in a team
- Ability/freedom to travel to various WAF locations, communities/villages etc.

Skills & Abilities

- Contribute to the team improving team effectiveness through personal commitment
- Identify the important issues and select an established procedure to address the problem. Interpersonal communication skills

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “**Confidential REF: 1020 Manager Special Projects (National Office)**” and should be received no later than **3 June 2022** and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji

Hand delivered to:

Human Resources Unit or
Level 3, Manohan Building

Emailed to

hr.recruit@waf.com.fj