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WATER AUTHORITY OF FIJI

**REF: 1021 SENIOR ENGINEER  
PLANNING & DESIGN  
(NATIONAL OFFICE)**

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**Purpose**

The Senior Engineer Planning and Design is responsible for leading and managing all engineering related outcomes and projects for the WAF Design and Planning function. The incumbent shall also be responsible for providing robust technical engineering advice and ensuring that all engineering works delivered by the Design and Planning function are fully compliant with all internal and external procedures, policies, requirements, standards etc. This position reports to the Manager Planning and Design.

**Principal Accountabilities**

1. Effective leadership of the Planning and Design Engineering function delivered
  - Annual budget effectively monitored upon implementation and achieved
  - Budget variances identified and appropriately addressed in consultation with relevant parties
  - Relevant Operational Plan (Plan) developed and successfully implemented. The Plan effectively captures the following:
    - Annual Procurement Plan to support operations
    - All potential risks, including environmental risks, identified and associated mitigating strategies and action plans to address the risk developed
      - Periodic review of risks and mitigating strategies led and relevant revisions to risks and/or strategies to ensure relevance, applied
  - Standard Operating Procedures (SOP) and associated process maps/checklists developed for works carried by direct reports

- Full compliance with end to end procedures maintained at all times
- Effective liaison with suppliers and management updated on quality and sustainability issues in a timely manner.
- Job schedule and risk assessment criteria developed and maintained and reviewed periodically
- Effective and efficient delivery of the following ensured:
  - The provision of continuous 24/7 supply of quality drinking water and waste water services in the respective region;
  - Identify all potential risks and develop associated mitigating strategies and action plans to address the risk and ensure continuous supply of water;
  - Continuous improvements to effectively and efficiently deliver water supply and waste water services
  - Reporting to Management on the performance of water supply & waste water systems and networks, from source to treatment plants ensured
  - Developing and implementing strategic business plans and operational processes and procedures
  - Tender specifications and requirements for capital projects
  - All outsourced and in-house projects effectively contributed to/managed. Outcomes include but not limited to the following:
    - Review of designs and provision of technical opinions and/or recommendations of revisions
    - Monitoring of and ensuring that project timelines are adhered to and that project specifications are fully compliant with relevant requirements
    - Assuming the role of Chairperson or member of relevant tender evaluation committees. This includes ensuring tender timelines and deliverables are met
  - Due diligence for design and planning completed:
    - Blueprints, technical drawings, schematics, and computer-generated reports read, critiqued and interpreted.
    - Design proposals, specifications, manuals, and other data researched and analysed and the feasibility, cost, and maintenance requirements of designs or applications evaluated.
    - System components or direct modification of water network models specified and conformance with engineering design and performance specifications ensured

- Timely and quality Engineer's Report for all projects at the inception and conclusion of projects delivered
  - Timely and robust site visits to confirm Engineers reports, prior to implementation of projects, ensured
- Project Workshop evaluations effectively delivered/facilitated to ensure that the risk of weaknesses in Engineer design and contract preparation are successfully addressed/mitigated
- Bringing about a noticeable and measurable change in culture across the Planning and Design's engineering function, particularly in SOP compliance and appropriate risk management

## 2. Well-informed WAF executives

- Timely, relevant and compliant reporting to executives delivered
  - All internal and external (if any) reporting requirements in regards to WAF's Design and Planning function fully understood and correctly executed
    - Robust and relevant periodic reports prepared and submitted as and when requested. This includes but not limited to Management updates and Information papers as well as Board Decision papers
    - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
    - Ad-hoc information request by superiors addressed in a timely manner
- Timely and relevant advice/assistance provided to the management and executive management ensured
- Timely and effective contribution to technical committees delivered
- Effective contribution to the development of strategic business plans and WAF operational processes and procedures delivered

## 3. Human Capital Management assisted

- Effective oversight, guidance/mentorship and on-the-job training for the purpose of capacity building and succession planning delivered
- Staff are highly motivated and productive
- Training needs and succession plan for staff effectively monitored in partnership with regional supervisors and appropriately addressed in consultation with the HR Department

- Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting strengths and weaknesses) in consultation with the HR Department and other relevant parties
  - Performance measures aligned to current Operational Plan and associated action plans
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels

#### 4. 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 Manager Planning and Design and General Manager Planning, Design and Construction effectively and efficiently addressed. This may include:
  - membership of interview panels of related Government ministries that require the incumbent's technical expertise
  - attendance and effective contribution at relevant workshops to ensure that WAF's interests/views are appropriately represented

#### 6. Organisational values upheld and demonstrated at all times

- Support toward the alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

## **Knowledge & Experience**

- Degree in Civil Engineering
- At least five years' experience as an Engineer in a large organisation and vast experience in both water and sewerage works
- Demonstrated ability to manage people effectively in a change environment
- Demonstrated analytical and problem solving skills with an ability to think strategically and holistically
- High levels of verbal and written communication skills, with a good appreciation of the requirements of timely reporting associated with delivering water & wastewater services
- Good computer skills in network analysis using software such as auto-cad, other engineering software and GIS
- Demonstrated ability to develop cost-effective solutions that are commercially focussed
- Experience in formulating and implementing operational policies and guidelines
- Relevant project management experience is an advantage

## **Skills & Abilities**

- Involve the work groups in developing and delivering on the performance objectives while sharing ownership of the accountabilities.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability.
- Create initiatives that impact on job efficiency and objectives across different work units/organisation

## **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: 1021 Senior Engineer – Planning & Design (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