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**WATER AUTHORITY OF FIJI**

**REF: 1027 GRADUATE TRAINEE**

**PROPERTIES & FACILITIES**

**(NATIONAL OFFICE)**

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**Purpose**

The Graduate Trainee is responsible for ensuring that WAF's assets (property, equipment, furniture and fittings) are maintained and managed to a high standard, and to ensure an accurate record is kept in relation to this function. This position reports directly to Team Leader Properties & Facilities.

**Principal Accountabilities**

1. Robust engineering services for construction projects assisted
  - To assist lead project management and managing work of internal & external works for WAF premises and staff quarters;
  - Planning for future development for office premises and staff quarters in line with strategic business objectives;
  - Having a Commercial mindset on premises development and cost recovery and return on investment
  - Looking at options for best utilization of space and planning best allocation and resources for new buildings, or re-organizing current premises;
  - Assess and compile all project estimation of all works to be carried out
  - Work with design teams and external consultants for design and build contracts;
  - Maintain blue prints, rental and lease details and repairs and maintenance register for all facilities;
  - Create Properties checklist and coordinate inspections and recommendations and maintain register of all inspections and works completed;
  - Central contact point for all Air conditioning servicing & works & management of periodic maintenance plan
  - Work with Team Leader to document standards, procedures and property manuals;
  - Assist Team leader in preparation and monitoring of annual Properties Budget and unit work plan in line with WAF needs and assessments;
  - Planning essential central services such maintenance, archiving, cleaning and recycling;

- Ensuring the building meets health and safety requirements and that facilities comply with legislation; working closely with the OHS Executive on OHS matters.
- For projects identified coordinate all work by staff or contractors has been completed satisfactorily and following up on any deficiencies and follow up on defects period liability.
- Conducting annual joint Inspections of all depots, treatment plant and properties with OHS Team.
- Consult relevant Authorities on renovations and construction of new buildings. This includes Ministry of Labour,
- National Fire Authority, Ministry of Health, Municipal councils etc.
- Any other duties allocated by WAF management and line GM.

## 2. Timely, relevant and compliant reporting delivered

- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly execute
  - Timely reporting of all projects, repairs and maintenance and utilization of funds and accounting for budget deficits;
  - Preparation of all Property and facilities tender and procurement activities in line with WAF procurement policy, timely evaluation and presentation of board papers;
  - Take site inspections and liaise with CIU unit for all approvals prior to tender advertisement;
  - Maintaining risk register for Properties and Facilities and ensuring that monthly action items are implemented;

## 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 Engineer effectively and efficiently addressed

## 4. Organisational Values promoted 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 Architecture or Civil Engineering
- OR
- Diploma in Architecture or Civil Engineering
- 2 years' experience in Drafting Plans & Property Management with degree OR 3 years' experience in Drafting Plans & Property Management.
- Some knowledge of Hydraulic & Structural Design in accordance with AS/NZ Standards is an advantage
- Sound Knowledge of Spreadsheets, Word Processing, Microsoft Office Suites and AutoCAD
- Proven ability to work effectively within a Team and demonstrated willingness to learn

### **Skills & Abilities**

- Contribute to the team improving team effectiveness through personal commitment
- Evaluate the best course of action making appropriate decisions to ensure effective and timely outcomes.
- Identify the important issues and select an established procedure to address the problem
- Grow your competence through reflection and seeking learning opportunities
- Utilise time and effort efficiently to complete tasks set by others.

### **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: 1027 Graduate Trainee – Properties & Facilities (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