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WATER AUTHORITY OF FIJI  
**REF: 1029 CARETAKER  
DMA  
(VATUNIBALE DEPOT)**

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**Purpose**

The Caretaker is responsible for ensuring that the designated WAF facility and project/operations sites (pump stations/water treatment plants /water intakes/WAF construction or project sites etc.) Is fully functional, maintained and always attended to in terms of security. This position reports to the Technical Officer of the relevant department

**Principal Accountabilities**

1. Effective and efficient caretaker services provided

- Designated WAF site (e.g. pump stations/water intakes/depots/facility/operational, project or construction sites etc.) upkeep and maintenance maintained at all times in line with WAF standards
  - Effective planning and management of resources to ensure operational effectiveness of the caretaker function ensured
  - Timely communication of resource replenishment, work findings, illegal activities at the work site etc. to relevant superiors ensured
  - Designated WAF site is always kept clean ensuring facilities are painted and refurbished and hedges/flowers planted as required
  - Supervisor informed of any kind of repairs needed for the WAF site given proactive and effective monitoring and observation of WAF site's physical condition/appearance
- Where required, effective monitoring and reporting of any inventory variances for all inventories of tools, items and property within the designated site ensured

- Carpenters, Technical Officers and any other relevant superior assisted on any maintenance works related to the designated site
  - Minimum break downs on site achieved through collaborative efforts with Team Leaders and Supervisors
    - maintenance works are completed on schedule and operational risk areas addressed in a timely manner
    - Electrical or mechanical break downs reported to the Technical Officer and attended to where appropriate and escalated/outsourced in an efficient timely manner and minimum downtime ensured
- Daily reports for all works carried out generated and submitted to relevant superiors in a timely manner on a weekly basis.

### 3. Teamwork and cooperation

- Cooperation within the team and greater function / department achieved.
- Cooperation across functions / departments ensured.
- Worked collaboratively to achieve the set targets and goals
- Other related duties assigned by relevant superiors effectively and efficiently addressed

### 4. 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**

- School Leaving Certificate
- At least 3 years of relevant experience in a similar role or water operations & maintenance works
- Flexible to work on shifts and outside normal working hours
- Flexible to work in isolated places with minimum supervision

- Ability to handle unplanned tasks
- Good verbal and written communication skills
- Proven ability to work as a team

### **Skills & Abilities**

- Recognise a problem in a routine task and select the appropriate solution.

### **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: 1029 Clerical Officer – DMA (Vatunibale Depot)**” 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