
WATER AUTHORITY OF FIJI
REF 989
TECHNICAL ASSISTANT
RURAL
(WAILOKU DEPOT)

Purpose

The Technical Assistant Rural is responsible for assisting and supporting the implementation of new rural water supply schemes and maintenance of existing rural water supply systems. The role reports to Technical Officer.

Principal Accountabilities

1. Technical assistance demonstrated and provided

- Support rendered to the Technical Officer and Supervisor for the following:
 - Survey and scoping of works for the Construction of New Rural Water Schemes or Upgrade of Existing Rural Water Scheme;
 - Repair and Maintenance of Existing Rural Schemes;
 - Execution of Groundworks Scheme upgrades including but not limited to the construction of new Dams, Ferro cement Tank and or Ecological Purification Systems.
 - Repair, Relining of Upgrading of Existing Village mains and or trunk mains from the Catchment.
- Support and Technical advice provide to the Water Fitter in the execution of the above works within a timely manner
- Undertake and carry out damage assessment for Rural Water Supply schemes affected by Natural Disasters, providing advice to the Technical Officer for works required to fully restore the scheme to normal operating condition.

2. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to WAF's WRM operations fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested.
 - 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

3. A skilled, safe and compliant department

- Compliance to National regulatory obligations (OHS Act 1996 & Environment Management Act 2005).
- Compliance to SOP ensured

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 Technical Officer and/or Supervisor effectively and efficiently addressed

5. Organisation's image and value standards demonstrated and promoted

- Support of the environment aligning 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

- Certificate III & IV in Welding & Fabrications or Carpentry & Joinery and/or Certificate III in Plumbing & Sheet Metal
- At least 3 years of experience in a similar role or equivalent.
- A minimum of 2 years' relevant experience in the construction, management and maintenance of Rural Water Supply Systems within Fiji.
- Experience with Carpentry and Masonry work is desired but not necessary.

- Ability to make sense of information, and complex situations, getting to the heart of the problem quickly and make effective and timely decisions based on consideration of the facts and alternatives available;
- Good understanding of I-Taukei Culture and Traditional Protocol.
- Good report writing skills
- Proven ability to work effectively within a Team
- Strong interpersonal skills

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.
- Recognise a problem in a routine task and select the appropriate solution.
- 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: 989 Technical Assistant – Rural (Wailoku 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