
WATER AUTHORITY OF FIJI

**REF: 996 TECHNICAL OFFICER
MARITIME & OUTER ISLANDS
(WAILOKU DEPOT)**

Purpose

The Technical Officer Maritime and Outer Islands is responsible for providing technical advice during the implementation daily operation and maintenance work in the maritime and outer islands area to ensure the provision of quality and safe drinking water in accordance with WHO Standard. The position reports to the Regional Engineer Central Eastern.

Principal Accountabilities

1. Effective and efficient management of WAF operational services in the maritime and outer islands delivered

- Timely and quality delivery of the following ensured:
 - Effective leadership and management of teams across multiple maritime island ensuring timely logistical operation for purchase and distribution
 - Effective leadership of a team of service technicians and technical assistants for the successful delivery of outcomes
 - Ensure WAF installations are up to standard at all times
 - Planning, coordination, implementation and supervision of operation and maintenance work plans of staff
 - Implementation of daily operation and maintenance activities within the turnover time.
 - Ensure the provision of good continuous quality and safe drinking water in accordance with WHO Standards on the respective zones in a timely manner meeting predetermined schedules
 - Daily completion and escalation of Daily/ Weekly/ Monthly Reports as and when requested.
 - Surveys conducted transparently and effectively with professional reporting delivered in a timely fashion

- Engineers assisted in accurate and comprehensive water design systems
- Project Leaders assisted in effective implementation of projects
- Rural water supply system faults verified efficiently and in a timely fashion
 - Effective identification, location and repair of faults ensured
- Documentation properly and systematically filed
 - Records, files, documents report and correspondence are complete and accessible
- Superiors effectively assisted in delivering the following:
 - formulation, development and implementation of operational plans and Standard Operating Procedures (SOP)
 - Achievement of relevant strategic goals
 - Relevant annual budget preparation, particularly for the designated zone
 - Actual expenditure effectively monitored against the approved annual budget
 - Key areas of infrastructure improvements in the designated zone identified and reported to the relevant superiors
- Statutory and regulatory compliance ensured
 - Compliance with operational procedures ensured
 - OHS measures including supply of PPE s
 - Risk management to avoid workplace accidents is effective
 - Risk management and mitigation plans are in place and compliance ensured
- Satisfied customers through quality service delivery
 - Customers are satisfied with the level of service rendered
 - All complaints resolved in a professional manner
 - Relevant complaints successfully and efficiently addressed and Work Order Form for each complaint attended to, duly completed
 - Appropriate complaints management records maintained
 - Complaints reporting requirements complied with at all times
 - Complaints data analysis undertaken and key observations noted and reported to superiors
 - Effective stakeholder management promoted

- Stakeholder meetings (district/provincial meetings/Government entities, etc) are attended
 - Reporting on meeting as relevant
 - Follow-through with stakeholders confirms WAF's customer-focused commitments
 - Compile and distribute Matrix of Action items and reporting of progress to stakeholders
 - Housekeeping duties and daily completion of housekeeping ensured
3. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Recommendations on improvements and changes within the water supply systems reported
 - Ad-hoc information request by superiors addressed in a timely manner
4. Effective development of human capital
- Effective oversight, coaching, mentoring of staff delivered
 - Training needs for staff effectively monitored in partnership with staff and appropriately addressed in consultation with the HR Department
 - Disciplinary actions carried out in consultation with the supervisor and HR Department and in full compliance with all relevant laws, legislations and internal requirements
6. 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

- Trade Certificate / Certificate III / Certificate IV in Plumbing & Sheet Metal;Welding & Fabrication; or

- Carpentry with At least 7 years of experience as a Service Technician/ Water Fitter of 5 Years proven experience in a similar role or in the field of water and wastewater operations and maintenance

OR

- Trade Test Certificate (Class III) in Pipe Fitter; or Plumber General with At least 3 years of relevant experience

Skills & Abilities

- Promote team morale and build commitment towards a common aim.
- 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
- Inspire others/team to achieve their best with timely developmental and constructive feedback, encouragement and guidance.

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: 996 Technical Officer – Maritime & Outer Islands (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