
WATER AUTHORITY OF FIJI
REF: 997
TECHNICAL ASSISTANT
MARITIME & OUTER ISLANDS
(LEVUKA)

Purpose

The Technical Assistant Maritime and Outer Islands is responsible for assisting the implementation of daily operations and maintenance activities to ensure that provision of good continuous quality and safe drinking water. The role reports to Technical Officer.

Principal Accountabilities

1. Technical assistance demonstrated and provided

- Implementation of daily operational and maintenance work plans is effective and efficient
 - Provision of continuous quality and safe drinking water in accordance with WHO Standard within the time frame provided ensured
- Support and advice to the Water Fitter in managing WAF is effective and timely
- Complaints resolved through provision of restoration works following maintenance work carried out to relevant building standards
 - WAF is accountable to all metered stakeholders
- Implementation of all operations for the execution of tasks effectively assisted within the turnover time provided
- Minimum water loss and generate higher revenue collection ensured through reporting and conducting priority work
- Assistance provided to Service Technicians to achieve desired output

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 Service technician 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 Electrical and/or Mechanical
- Must have a Valid Wiremans Licence
- At least 2 years work experience in a similar position
- 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;
- General Knowledge of GIS and Gentrack
- 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: 997 Technical Assistant – Maritime & Outer Islands (Levuka)**” 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