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WATER AUTHORITY OF FIJI

**REF: 1056 ENGINEER PLANNING &  
DESIGN  
(LAUTOKA CS OFFICE)**

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**Purpose**

The Engineer Planning and Design will analyse and support the formulation of various water and waste water development plans and associated engineer's designs required for the safe execution of key engineering objectives and outcomes. This position reports to the Manager Planning and Design.

**Principal Accountabilities**

1. Robust engineering services provided

- Efficient and effective planning process fully assisted
  - Timely preparation of PSIP submissions to attain capital funding including business cases effectively contributed to
  - Improvements to water and wastewater conveyance and treatment systems effectively assisted through quality engineering expertise in the following areas:
    - Development and establishment of the Planning & Design Guidelines for the Water Authority of Fiji
    - Water and Wastewater Master Plans for the identified growth centres in the country further developed, reviewed and updated
    - Development of the Annual Programme and 3-5 year Capital Works Program for Water and Wastewater Schemes nationwide, fully assisted.
    - Client interaction, stakeholder consultation and liaising with statutory authorities ensured
    - Hydraulic Investigation of existing water and waste water system completed

- Project initiation and planning works effectively and efficiently delivered with compliance to internal and legislative/regulatory requirements maintained at all times
  - Site visitation effectively carried out
  - Collecting relevant data from WAF's internal business units completed in a timely manner
  - Meeting with relevant stakeholders and feedback documented and where appropriate actioned
  - Population and demand projected
  - Data analysis correctly done for informed decision making
  - Project Proposal developed
  - Work schedules prepared and submitted for approval
  - Engineers estimates prepared in a timely manner
- Project initiation administrative matters executed efficiently and associated documents developed in full compliance with WAF's "Project Delivery Framework" i.e. Problem Statements and Business Cases
  - Complete and accurate tender documents prepared, which shall include the following key elements:
    - Scoping of works
    - Preparing bill of quantities
    - Preparing engineers estimate
    - Tender specifications
    - Terms and conditions
    - Particular conditions
    - Schedule of works and work plan
  - Robust tender evaluation carried out as and when required and in full compliance with WAF policies/procedures
  - Contract document prepared accurately and collaboratively with the Legal Department
  - Procurement of materials effectively carried out in in full compliance with WAF policies/procedures, including but not limited to:

- Quotations evaluated
- List of materials to procure identified and prepared
- Quality, timely and relevant preparation for detailed engineering design report and construction documents including plans and specifications ensured. This includes but is not limited to the successfully delivery of the following:
  - Survey Works
    - Area and route to survey identified
    - Site walkover with survey team completed and managed. Site inspection and quality control according to WAF specification completed in a timely manner and according to pre-determined schedules
    - Instruction given for proceeding survey
  - Data Collection
    - Pressure and flow monitoring using data loggers completed
    - Ultrasonic flow sensor for obtaining sewer flow rates completed in a timely manner
    - Hydrological data from Hydrology team collected
    - GPS capturing of assets and locations for analysis completed in a timely manner.
  - Drafting
    - Drafts of engineering drawings completed through instructions and guidance
    - Standard drawings according to WSA and AS/NZ standards prepared and submitted for proposals
  - Analysis
    - Continuous hydraulic analysis of water and waste water system carried out
    - Detail design report prepared
    - water and waste water modelling using H2O Map and Sewer Gems carried out

- Overall technical direction and expertise to team of design engineers provided to ensure department deliverables are achieved
- Design, computations, and evaluation associated with water supply and wastewater network and planning projects completed accurately in a timely manner
- Risk Management principles to be incorporated in project design and documentation to minimize variation during construction period
  - scope, schedules, work breakdown structure (WBS), budgets etc projected accurately and incorporated
- Project and Contract supervision effectively carried out, including but not limited to the timely delivery of the following:
  - progress meeting conducted
  - Meeting minutes prepared
  - Payment claims assessed and prepared
  - Fortnight updates to management prepared accurately and in a timely manner
- Project administration, including writing reports, gathering information, drafting proposals, drafting correspondence, tracking projects, and completing project progress reports coordinated and completed

### 3. Timely, relevant and compliant reporting

- Reports assigned to the role is prepared with stipulated time frame and checked for accuracy of content and quality of content and form before it is forwarded to the Manager Planning
  - Reports provided include but not limited to:
    - Weekly progress reports on tasks provided
    - Timely and quality progress of monthly reports ensured
- Outstanding action items followed up and a bring up system to follow through information and documents due to the Planning team is ensured
- 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

## 5. Human capital management

- Effective oversight and on-the-job training for direct reports delivered
- Direct reports are highly motivated and productive
- Training needs for direct reports effectively monitored in partnership with the supervisors and appropriately addressed in consultation with the HR Department
- Relevant performance measures established for direct reports timely performance appraisals carried out and action items (for both strengths and weaknesses) resolved in consultation with the HR Department and other relevant parties
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

## 6. 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 Manager Planning and Design and General Manager Planning, Design and Construction effectively and efficiently addressed

## 7. Organisational values upheld, and values 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 Civil or Mechanical or Electrical or Electronics and/or Water & Waste Water Engineering
- At least 5 years of proven experience in a similar role and experience in managing water & wastewater infrastructure related projects, operations and maintenance works
- Projects Management experience will be an added advantage

- Relevant knowledge of engineering feasibility analyses and design
- Experience in hydrology and hydraulics
- Relevant experience in Integrated water management in relation to surface water and groundwater, and quantity and quality, interactions with land and the environment, and interrelationships with social and economic development
- Relevant experience in planning, design, and construction of water/wastewater infrastructure
- Demonstrated analytical and problem-solving skills with an ability to think strategically and holistically
- Demonstrated experience in formulating and implementing planning and design policies and guidelines
- Good computer skills in network analysis using software's such as H2ONet, Sewer Gems, AutoCAD and Microsoft office package.

#### **Skills and Abilities**

- Ensure work delegated is completed in an effective and timely manner, accepts accountability.
- Create initiatives that impact on job efficiency and objectives across different work units/organisation

#### **Remuneration**

(\$40,000.00 - \$45,000.00)

## **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: 1056 Engineer Planning & Design (Lautoka CS Office)” and should be received no later than **15 July 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