
WATER AUTHORITY OF FIJI

REF: 1058 TECHNICAL OFFICER

WATER RESOURCE MANAGEMENT

(WAILOKU DEPOT)

Purpose

The Technical Officer is responsible for the implementation of daily operation and maintenance activities to ensure the provision of good continuous hydrological data in accordance with the SOP Standards, for effective decision making. This position reports to the Supervisor in the relevant WAF region of operations.

Principal Accountabilities

1. Technical expertise demonstrated and provided

- Monitoring programs for water sources and catchments effectively and efficiently formulated in consultation with superiors.
 - Analysis and organization of data through effective data management procedures leading to the production of accurate water source information for sustainable water services ensured
- Accurate updating and submission of Data Management files to Supervisor/Team Leader ensured
 - All incoming weekly data accurately updated on data management files
 - Data verification of incoming hydrological data in accordance with set internal procedures ensured
 - Technical Assistant supervised effectively in the collection of other relevant field data such as GPS coordinates
 - Supervisor Data assisted efficiently in the updating of Water sources status in terms of Water Quality and quantity standard
 - Data Analysts successfully assisted for the analysis of weekly and daily data with the use of proper methodology in accordance to the set procedures
 - Expected number of weekly acquired data obtained includes noting of reasons for due data

- Raw data compiled, analyzed and submitted to Supervisor Data in a timely manner
 - Implementation of all Water Resource Management Unit operations via the timely development and execution of work plans ensured
 - Relevant and timely assistance provided for formulation, development and implementation of operational plans for the regional water source monitoring system
 - Operations and Instrument team are informed of any update and recalibration of measurements in a timely and accurate fashion
 - Preparation of regional budget and monitoring progress against budget effectively assisted
 - Timely maintenance and assessment of Telemetry Stations.
 - Possible bubbler blockage identified and cleared after flood events
 - Station components cleaned and maintained
 - Battery and Solar panel, Staff gauge and station surrounding cleaned
 - Data sorted and Downloaded when needed
 - Assess station reading for data accuracy and undertake necessary adjustments
2. A developing and growing unit & Data Management
- Procedures and compliance monitored and continuously improved
 - Improvement in member / customer / stakeholder service levels ensured
 - Growth in efficiency and effectiveness ensured
 - Planning and provisioning of appropriate tools and transport for WRM Team ensured
 - Improvements from application of technology ensured
 - Developing and growing workforce competence ensured
 - Monitoring service technicians (if any) and technical assistants on job sites ensured
 - Succession planning for direct reports appropriately contributed to
3. 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
 - system performance
 - water source monitoring system
 - hydrological data for operations of water services and planning/design
 - water sources update
- Ad-hoc information request by superiors addressed in a timely manner

4. Statutory and operationally compliant unit

- Compliance with operational procedures ensured
 - Provision of good continuous quality hydrological data in accordance with SOP Standard, all assets used are operational and fully functional.
- Financial Risk planned and mitigated
- OHS compliance ensured including the identification of possible Hazards

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

- Support towards the alignment of deliverables with organizational values and strategic directions ensured
- Organizational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Diploma in Industrial Laboratory
- Trade Certificate/Certificate III/Certificate IV in Plumbing & Sheet Metal or Engineering and/ or Science
- Trade Test Certificate (Certificate III) Pipe Fitter / Plumber (General)
- At least 2 years of relevant work experience in hydrological operation or have some experience in hydrological operations.
- At least 4 years of relevant work experience in hydrological operation or have some experience in hydrological operations.
- At least 3 Years of relevant experience in hydrological operation or have some experience in hydrological operations.
- A good understanding of the budget and expenditure procedures and processes

- An ability to supervise operational activities within budget and to the satisfaction of stakeholders
- An ability to create a motivated environment where goals can be achieved
- Ability to make sense of large amounts 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.
- Experience with MS Office software and Excel
- Demonstrated ability to manage people effectively in a changing environment

Skills & Abilities

- Assemble teams with different talents, interests and background to create synergy.

Remuneration

(\$17,960.00 - \$22,450.00)

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: 1058 Technical Officer – Water Resource Management (Wailoku Depot)” 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