
WATER AUTHORITY OF FIJI

**REF: 1059 TECHNICAL ASSISTANT
SCADA
(WAILOKU DEPOT)**

Purpose

The Technical Assistant SCADA works closely with SCADA Technicians, Technical Officers and Supervisor SCADA in the installation, Maintenance and repair of all WAF SCADA system. Installs, maintains and repair electronic systems and be responsible to Supervisor SCADA for the competent and cost-effective process of repairs and maintenance of SCADA system. Accountable for the effective supervision of Project technicians/Attaches and safe work procedures in accordance of OHS regulation by ensuring that working procedures are followed at all times. This position reports to the Supervisor SCADA.

Principal Accountabilities

1. Effective execution of the SCADA function

- Appropriate and timely assistance provided to the SCADA Technicians, Technical Officer & Supervisor SCADA for:
- Ensuring safety measures in place are followed. Carrying out assigned works. Removal of any SCADA system devices. Reassembling of SCADA system components. Carrying out all test and repair works. Ensuring inventory management. Assisting in monitoring stock items. Assisting in compiling and delivering all SCADA statistics and reports. Ensuring security of system installations. Assisting in the preparation of plans. Preparing check sheets, carrying out work inspections. Assisting in training of employees. Checking system and reporting any changes. Assisting other SCADA teams. Be available for any form of technical assistance.
- Standard Operating Procedures (SOP) for the SCADA function followed.

- Full compliance with SOP, legislative, regulatory and international standards followed.

2. Effective, efficient and fully compliant SCADA operations

- Make sure all safety measures in place are adhered to according to the Occupational Health and Safety Act and WAF's Safety rules and procedures.
- Carry out assigned daily works plan for operation, repair and maintenance of SCADA systems.
- Removal of any SCADA system Devices or equipment and visual inspection as well as performance tests, using measuring instruments and apparatus.
- Ensure Professional workmanship (international standards) for any SCADA system installations or alteration and no return Job.
- Re-assembling of SCADA system components, doing additional modification and adjustments and make final performance tests to ensure it is working to as required.
- Carry out all test and repair work done which must be documented and filed for future references.
- Assist in inventory management and control of adequate SCADA system spares.
- Assist in the stock items receiving, issuing, recording and transactions for SCADA workshop store.
- Ensure security of SCADA system installations.
- Compile check sheets for various inspection and maintenance carried out.
- Carry out work, inspect and test completed work to ensure compliance with specifications and safety work standards.
- Carry out the inspection, regulation and functioning of installed SCADA System equipment at various WAF sites.
- Assist in the provision of on-the-job training of employees.
- Carry out daily checks/monitoring of WAF SCADA system & instrumentation.
- Report any change in SCADA system software and ensure circuit diagrams are amended accordingly.
- Check, control and account for all SCADA items used.
- Assist in maintaining proper management of Tools and Test Equipment used by Team.
- Assist in maintaining proper vehicle management and upkeep.

- Carry out general maintenance and upkeep of Control room, workshop, SCADA Equipment's storage Container, SCADA storage room and Surroundings.
- Assist all other SCADA team in various Regions whenever required.
- Required to be on general availability to do any form of technical assistance during an emergency.
- Required to be on standby during any natural disasters or Critical situations.
- Carry out any other work as directed by SCADA Team Leader., Supervisor or Technical Officers.
- Display WAF values and standards at all times.

3. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to WAF's SCADA function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested. This includes system performance reporting (both verbal and written) and reporting of any SCADA issues that are relevant to WAF goals, to Supervisor SCADA and Team Leader SCADA and Executive Management
 - 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

4. Human capital management

- Effective oversight and on-the-job training for staff delivered
 - SCADA activities executed as per the daily and weekly work plans and schedules
 - Knowledge sharing of SCADA systems and maintenance is ensured
 - SCADA staff highly motivated and productive

5. 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 Supervisor SCADA and Team Leader SCADA effectively and efficiently addressed

6. Organisational Values upheld and 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

- Trade Certificate in Electrical/Electronic Engineering, SCADA, PLC Systems or equivalent from a recognized tertiary institution.
- A minimum of two (2) years' experience in SCADA Systems or relevant fields.
- Candidates with experience in SCADA Systems, PLCs, and RTU will have an advantage.
- Computer literate and with good planning and organizing skills
- Ability to read and analyse circuit diagrams, and tie up the circuit diagram with corresponding SCADA field devices and instrumentation.
- Advantage to have a valid driving license.
- Be Physically fit,
- Have the ability to do rigging works.
- Willingly to go the extra mile and able to meet deadlines
- To live the WAF Values at all times
- Demonstrate leadership qualities with excellent communication skills and be a great team player

Skills & Abilities

- Achieve or exceed performance targets by facilitating the work and motivating and guiding the work group.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability.
- Identify the important issues and select an established procedure to address the problem
- Analyse and propose alternatives to improve activities and results for a work area.
- Inspire others/team to achieve their best with timely developmental and constructive feedback, encouragement and guidance.
- Motivate self to produce outcomes by organising and prioritising your work.

Remuneration

(\$10,960.00 - \$13,700.00)

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: 1059 Technical Assistant SCADA (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