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**WATER AUTHORITY OF FIJI**  
**REF: 1060 NCC CONTROLLER**  
**(WAILOKU DEPOT)**

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**Purpose**

The NCC Controller is responsible for monitoring, maintaining and operating WAF's National Control Centre (NCC) to safeguard the effective, efficient and continuity of WAF's operations with minimal disruptions. This position reports to the General Manager Water Operations.

**Principal Accountabilities**

1. Effective and efficient NCC operations delivered

- Reservoir levels are always at the right level at all times and this is ensured through continuously monitoring of reservoir levels through SCADA and physical reading
  - Physical reading of reservoirs conducted as requested by DMA Supervisor
- DMA/Duty Supervisor alerted on critical reservoir level
- Disruptive Notice and complaints received are correctly logged in GENTRACK
- DMAs alerted in the various zones regarding their respective complaints
- Accurate and timely information on pump status obtained from Water Puma Station operators
- Real time data uploaded from SCADA RTUs used when running calibrated water models
- Continuous Monitoring and Control of WAFs assets through SCADA at National Control Centre 24hrs, 7 days a week is ensured
- Work plans achieved through effective team work and timely assistance
  - Timely assistance provided amongst the team on any Alarm in SCADA or fault and respective Supervisors or operations personal informed
  - Better monitoring and relaying of information to respective stakeholders ensured through idea sharing
  - Any other work as directed by NCC Team Leader and Bulk Manager performed timely and efficiently
- Respective stakeholders updated on critical alarms from SCADA or operations

- Quality and accurate information distributed to the various stakeholders in a timely and professional manner
  - Effective relationship established with EFL through robust consultation on any planned or unplanned power outages
  - Quality update reports provided on hourly Reservoir level, valve operation, Water pump station pump status, Inflow & Outflow of water treatment plants to management and operational teams timely
    - reports created using water modelling data and GIS data
2. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements in regards to WAF's NCC function 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. 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 relevant superiors effectively and efficiently addressed
4. 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**

- Diploma in Electrical or Electronics or Mechanical or Information Technology or Computing or Instrumentation or Automation & Control and/or Telecommunication Engineering
- At least 2 years' relevant experience in Water Operations/ Mechanical / Electrical/ instrumentation and Automation activities. Candidates with experience in SCADA Systems, PLCs, and RTU will be an advantage
- General knowledge on Gentrack and Geographic Information System (GIS).
- General knowledge of the purpose and operations of water utilities.
- Proven ability to work effectively within a Team
- Excellent communications (written and verbal) 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.
- 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.
- Motivate self to produce outcomes by organising and prioritising your work.

### **Remuneration**

(\$14,160.00 - \$17,700.00)

## **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: 1060 NCC Controller (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