
WATER AUTHORITY OF FIJI

**REF: 1061 TEAM LEADER TRAINING &
DEVELOPMENT
(NATIONAL OFFICE)**

Purpose

The Team Leader Training & Development is responsible for assessing WAF's capacity developmental needs and providing tailor made training to meet identified needs. The incumbent will also be responsible for developing effective training methods/learning to educate and enhance performance at all levels of WAF's operations. This position reports to Manager Human Resources.

Principal Accountabilities

1. Training Function effectively managed

- Effective oversight of all training requirements and the Training Section achieving its yearly business objectives ensured
- Training Policy reviewed as and when necessary to ensure it remains relevant to WAF's organisational training needs and requirements
 - Effective oversight of Training Policy implementation ensured.
- Annual training budget in support of the Water Authority of Fiji's annual Training Business Plan completed collaboratively with Manager Human Resources
- Supervisors and managers assisted in training & development needs of staff
- Appropriate training arranged as and when required
- Supervisors and managers assisted in the review of the staff training programs, performance & feedback provided when appropriate
- Training work processes reviewed and updated in collaboration with Manager Human Resources
- Contributed to the objective of maximising business performance and compliance with standards ensured

- All critical WAF positions have an understudy, following consultation with Manager HR and line managers

2. Effective Training Plan developed and successfully delivered

- Efficient annual execution of the Training Needs Analysis through collaboration with all departments ensured
- Training Plan compiled efficiently and effectively with input from all departments
 - Training Plan endorsed by the WAF CEO
- Training Plan submitted to all Heads of department for their records and information
- Changes (if any) to the Training Plan effectively assessed and efficiently communicated to all appropriate stakeholders
- Training outlined in the Training Plan effectively carried out with Variance Reports submitted where appropriate
- Employees training requirement fulfilled in Training Plan delivery
- Timely training reports by staff ensured and recommendations therein effectively assessed for implementation in consultation with line managers
- Method A training scheme systems management
 - A robust Training System fully compliant with Method 'A' Scheme requirements created, implemented and reviewed where appropriate.
 - Mandatory reports and plans submitted to Manager HR and CEO in a timely manner for approval
 - Approved reports and plans submitted to FNU
 - All evaluations required by Method A Scheme completed
 - Successful Grant Claim achieved after fulfilling assessment requirements
- Contractual arrangements with external service providers for effective and timely provision of training services to Water Authority of Fiji efficiently managed

3. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to WAF's training and development function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted. This includes monthly training reports submitted to 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

- Training needs / competency gaps and career planning of direct reports appropriately assessed and addressed in partnership with the Human Resources Department
- Relevant and timely coaching, guidance provided to direct reports for the purpose of capacity building and succession planning
- Appropriate performance measures for direct reports efficiently developed in consultation with Team Leader HR
 - Effective appraisals carried out with recommendations of professional development for staff ensured
- 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, for direct reports, carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

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 Team Leader HR effectively and efficiently addressed

6. Organisational Values promoted and demonstrated at all times

- Ensure support of the environment aligning deliverables to organisational values and strategic directions
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Degree or Diploma in Human Resources Management, Public Administration, Management & Teaching (Secondary)
- Degree with at least 5 years' experience in a similar role or diploma with at least 6 years' experience in a similar role
- Must be an Accredited Trainer (TO or TI) from FNU
- At least 2 years of supervisory experience.
- Extensive knowledge of Training Grant Scheme in Fiji
- Able to work to deadlines, be highly organized and have the ability to work under pressure.
- Effective verbal and written English communication skills.
- Strong interpersonal skills.
- Fully conversant with ERA2007, NEC Decree 2009, WAF Promulgation and other employment legislations

Remuneration

(\$33,320.00 - \$41,650.00)

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: 1061 Team Leader Training & Development (National 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