
WATER AUTHORITY OF FIJI

**REF: 1063 PROJECT MANAGER
CONSTRUCTION
(LAUTOKA DEPOT)**

Purpose

This Project Manager Construction is responsible for planning and managing WAF's special construction projects cost-effectively and efficiently. This responsibility includes relevant budget preparation, planning and successful scheduling and implementation of construction projects. Report preparation and monitoring activities and tasks for the Project Leader. This position reports to the Regional Senior Engineer Construction.

Principal Accountabilities

1. Effective management of construction projects delivered
 - Timely and appropriate contribution, as well as leadership in the development of the Construction function's annual OPEX and CAPEX budgets, ensured.
 - Robust Business Cases and Problem Statements for PSIP Submission ensured.
 - Prudent monitoring, management and control of annual budget ensured and financial targets achieved
 - Strategic alignment of the Construction function with WAF's Strategic Plan ensured at all times
 - Quality and relevant Standard Operating Procedures (SOP) reviewed and continuously strengthened/refined to suit specific works related.
 - Timely and effective contribution to risk identification and risk management for the Construction function provided to the Regional Senior Engineer Construction.
 - Provided recommendations and institute measures for improvement by recommending to Regional Senior Engineer Construction the operating procedures/work instructions.
 - Construction projects effectively managed

- Successfully oversee and direct construction projects from conception to completion o Ensure projects are reviewed in-depth to accurately schedule deliverables and estimate costs
 - Ensure coordinate and direct construction workers and subcontractors
 - Clear roles & responsibilities and deliverable requirements in terms of both scope and schedule to all the team members defined and managed
 - All changes to specifications, work scope and drawings documented with relevant documentation of the organization.
 - Effective resolution of design issues that occur on-site by reporting to Regional Senior Engineer Construction.
 - Ensure contractual condition of performance are met
 - Work progress reviewed daily and relevant adjustments applied in collaboration with direct reports
 - Internal and External Report pertaining to work progress provided
 - Liaison with major Donor Agencies, Government Ministries & other stakeholders towards proper implementation of priority projects by consulting Regional Senior Engineer Construction.
 - Appropriate procurement strategies compliant with potential donor agency guidelines planned, developed & implemented.
 - Contractors effectively managed the execution of project implementation in accordance with the contract.
 - Project documentation maintained and managed in full compliance with WAF and relevant external requirements
 - Due diligence completed in obtaining approval for projects implemented
 - Consultation with other utility owners in obtaining approvals before implementation of the works at any site.
 - Develop monthly and quarterly reports for construction by consulting the Regional Senior Engineer Construction.
- Technical expertise demonstrated and provided
 - Risk management plans developed and implemented

- Quality construction standards implemented and the use of proper construction techniques ensured
 - Quality and effective planning, development and coordination of construction projects ensured
 - Cost-effective planning (without compromise to quality) to ensure timely completion of projects within budget delivered
 - Ensured implementation of the scope of work as related to construction in conformance with project specifications, the scope of work, and in accordance with the approved Project Schedule.
 - WAF's professional standards maintained and company objectives in relation to budget targets, service quality, company reputation, OH&S and environmental standards met and compliance with external and internal standards met
 - Development of in-house capacity for planning, designing & construction activities with greater international exposure fully supported and facilitated
 - Oversight and management of high-priority projects for WAF's expansion improved service levels with greater efficiency attaining the highest standards.
2. Timely, quality and compliant construction project reporting
- All internal and external (if any) reporting requirements in regards to WAF's construction projects fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested. This includes construction projects progress reports to Regional Senior Engineer Construction and other relevant external parties
 - Quality and timeliness of board papers and board presentations maintained at all times
 - Superiors provided with useful information combined with analysis and interpretation, for decision making
 - Ad-hoc information requests by management and the board, for decision-making purposes, addressed effectively and in a timely manner
3. Human capital management - Construction Project staff
- Effective human capital management, mentorship/coaching ensured and encouraged

- Direct reports and construction project staff are highly motivated and productive
 - Culture of innovation and ongoing professional development established and continuously strengthened
 - Development plans to be presented to Regional Senior Engineer Construction for recommendations and approval.
- Training needs for staff effectively monitored in partnership with the staff and appropriately addressed in consultation with the HR Department
 - Relevant performance measures established for staff, timely performance appraisals carried out and action items (for both strengths and weaknesses) resolved in consultation with the HR Department and other relevant parties
 - Disciplinary actions carried out in consultation with the HR Department and Regional Senior Engineer Construction with full compliance in all relevant laws, legislations and internal requirements
4. Teamwork and cooperation
- Cooperation within the team and greater function/department encouraged
 - Cooperation across functions / departments ensured
 - Collaboration and leadership to achieve relevant organizational targets and goals
 - Other related duties assigned by the Regional Senior Engineer Construction effectively and efficiently addressed
5. Organizational values upheld and practiced
- Ensure support of the environment aligning deliverables to organizational values and strategic directions
 - Organizational 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
- Minimum of 8 years proven experience as a professional engineer with at least five years' experience in the Project Planning role of Water & Wastewater infrastructure
- Ability to manage multiple projects at once with no decline in quality
- Demonstrated experience with relevant authorities and civil contractors
- Ability to resolve design and contractual conflicts and satisfactorily negotiate appropriate outcomes
- Familiar with construction management software packages
- Excellent time and project management skills
- The ability of timely reporting and multi-tasking.

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.
- Recognize a problem in a routine task and select the appropriate solution.

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: 1063 Project Manager Construction (Lautoka 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