

POSITION DESCRIPTION

REF 1108: CONTRACT MANAGEMENT OFFICER (NATIONAL OFFICE) RE-ADVERTISEMENT

Salary Scale	Band 5 (\$27,520.00 - \$34,400.00) per annum	Position Type	Established [3 years]
Structure:	Department:	Legal & Procurement	
	Sub – Section	Legal	
Reports to:	Manager Contract Management		
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

Position Objective

The Contract Management Officer will be responsible to the Manager Contract Management for the effective and efficient management of contracts at Water Authority of Fiji ('**Authority**'). This position reports to Manager Contract Management.

Key Accountabilities

- assist the Manager Contract Management in drafting and managing a broad range of commercial agreements including support services contracts;
- assist the Manager Contract Management in development of contract management system, register and compliance tools including assurance that contractors and suppliers deliver services in accordance with contractual, statutory, regulatory requirements as well as agreed key performance indicators ('KPI');
- complete and manage data entry in respect of all contracts;
- record and maintain correspondence in the Contract Management Unit;
- attend internal and external meetings as required; and
- carry out any other duties assigned by the Manager Contract Management and/or the Chief Legal and Procurement Officer.

Position Specification

COMPETENCIES

QUALIFICATION REQUIREMENT

The Applicant must possess an undergraduate qualification in law, management or commerce with at least 2 years' industry experience in contract management.

EXPERIENCE, SKILLS, & ABILITIES

- understanding of the service level contracts, construction contracts and relevant legislation governing contracts;
- have experience in drafting contracts;
- possess contract negotiation skills and high analytical skills; and
- excellent communication and interpersonal skills;
- ability to prioritise goals in order to meet strict deadlines and work additional hours as and when required.

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages 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: 1108 – Contract Management Officer-National Office](#)” and should be received no later than **5pm on the 27th January, 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

or

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

or

Emailed to:

hr.recruit@waf.com.fj