

POSITION DESCRIPTION

REF 1336 SITE COMMANDER – LAUTOKA DEPOT

Salary Scale	\$12,946.50 - \$15,823.50 per annum	Position Type	Established
Structure:	Department:	Corporate services & SP SBU	
	Sub – Section	Security	
Location:	Lautoka Depot		

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 Site Commander is responsible for the protection of WAF premises from damage by fire, flood, and theft, and he is the first point of contact when any problem or incident occurs, liaising with the emergency services when necessary. This position reports to the In Charge Security West.

Key Accountabilities

- A safe working environment is managed and maintained within the designated site.
- Oversight of the work of the Operation in the Depots managed and security service levels maintained.
- Daily operations enhanced with no security issues affecting its efficiency and effectiveness.
- Productivity of staff enhanced by a well-managed and secure work environment and the Depot's security is ensured.
- An effective system for checking and monitoring people, and vehicles maintained.
- Vehicles entering or leaving the Depot checked and monitored for movement and cleanliness.
- Appropriate enforcement of WAF's required standards of entry.
- Proper documentation followed with policy, rules/regulations, and legislations complied with.
- Visitors, and guests to the building or depot that need directions or information assistance.
- An effective system for checking and monitoring people, and vehicles maintained and continuously strengthened.
- Maintenance of the safety and protection of WAF assets, building/property, and interest always ensured.

- Cash collection and/or delivery escorted and recorded.
- Suspicious incidents attended to promptly and reported on with any non-compliance to security standards.
- Security systems are actively monitored so that optimum safety and security levels are maintained, and early resolutions of problems achieved.
- Doors and windows of buildings checked to ensure they are tightly closed and locked.
- Report logged in writing on Daily Occurrences Book [DOB] highlighting non-compliance of unlocked doors/windows and information submitted to the Site Commander.
- Buildings/doors opened for access after ensuring proper safety and security procedures have been followed with proper identification of staff and compliance with WAF policies.
- Timely, relevant, and compliant reporting
- All internal and external (if any) reporting requirements for this role are fully understood and correctly executed.
- Robust and relevant periodic reports prepared and submitted on time.
- Superiors including the In Charge Security West and Team Leader provided with useful information combined with analysis and interpretation, for decision making.
- Ad-hoc information requests by superiors addressed on time.
- 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, and guidance provided to direct reports for capacity building and succession planning.
- Appropriate performance measures for direct reports efficiently developed in consultation with the In Charge Security West and Team Leader
- 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 In Charge Security West and Team Leader and the HR Department and in full compliance with all relevant laws, legislations, and internal requirements.
- Operational compliance is always maintained.
- Compliance with operational procedures (SOP) ensured.
- OHS Policy and procedures complied with
- Building entry requirements for staff and visitors complied with
- Non-compliance reports escalated on time.
- Knowledge of emergency procedures that are maintained and enforced when required.
- 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 In Charge Security West and Team Leader, effectively and efficiently addressed.
- Organisational values upheld.
- Support toward the alignment of deliverables to organizational values and strategic directions ensured.
- Organisational values and good corporate and governance practices are complied with in delivering outcomes.

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Form 4/Year 10 pass
- Certificate Security/OHS/Computer Studies/IT/ Management/Office Administration

EXPERIENCE, SKILLS, & ABILITIES

- At least 5 years of experience in police or any Security Force field or any equivalent combination of experience.
- Be mentally and physically fit.
- Experience in a leadership role in a similar security-based environment
- Excellent interpersonal and communication skills
- Good command of English
- Fluency in iTaukei and Hindi languages

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: 1336 Site Commander -Lautoka Depot**” and should be received no later than **5pm on 26 January 2024** 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