POSITION DESCRIPTION

RE-ADVERTISED

REF 1337 TEAM LEADER WATER NETWORK MODELLING – NATIONAL OFFICE

Salary Scale	$34,986.00 - $43,732.50 per annum	Position Type	Established
Structure:	**Department:**	Asset Management	
	Sub – Section	Asset Information & Systems	
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 setting up water supply systems in rural areas.

Position Objective

The Team Leader Water Network Modelling is responsible for acquiring and analysing data to design water reticulation system and infrastructure for WAF and create and maintain calibrated water network models and conducting scenario modelling for investigation and design purposes to identify efficient water distribution system configurations. This position reports to the Manager Asset Information & Systems.

Key Accountabilities

1. Effective and efficient Water Network Modelling expertise provided

- Formulation, monitoring, and achievement of an annual OPEX (and where relevant, CAPEX) budget for the water modelling function delivered in consultation with relevant SBUs/Manager Planning and Design

- Effective leadership and management of staff involved with/in the provision of water modelling services.

  o Standard Operating Procedures for the water modelling function developed, implemented and periodically reviewed for relevance/strengthening.

  o Annual work plan developed in consultation with superiors and with due consideration to resourcing requirements.

    ▪ Implementation of annual work plan effectively monitored for successful completion.

- Completion of a usable and reliable water network model and analysis of water network system delivered:

  o Timely and accurate data collected, updated and verified for water network models.

- o Accurate and timely data processing and analysis completed.

- o Drawings for water network system from the GIS unit and water models appropriately constructed.

- o Relevant and robust designs for existing water systems using simulation Info works, Water/SewerGEMS and EPANET mapping software identified and reviewed to ensure an efficient and effective water network.

- o Timely technical reports containing accurate presentation of results, conclusions & recommendations submitted to management for effective decision-making.

- o Recommendations on improvement in existing water systems to minimize water loss and ensure sustainability and efficiency of the water distribution system continuously provided to executive management.

- Capacity building for other modelling users within WAF fully supported.

- Quality and timely technical advice and assistance provided to WAF staff on water modelling use, building on and utilizing knowledge and experiences from current scope.

- Effective utilisation of technology to support WAF's water modelling objectives.

  - o Water network system data and drawings in GIS collected, updated regularly for

    - Water models constructed accurately by Water Network System

  - o Designs for existing water systems using simulation Infoworks, Water/SewerGEMS and EPANET mapping software identified and reviewed and an efficient and effective water network achieved.

  - o Audits of GIS systems completed, and information updated

  - o Timely and relevant engineering support provided to conduct comprehensive water utility asset GISs, create hydraulic models of distribution networks etc.

  - o Robust spreadsheet for calculation of data related to hydraulic network modelling maintained and/or continuously refined/strengthened

- Safety and integrity of all water modelling data/information maintained at all times at the required standard/level.

- Establish effective partnerships and collaboration to achieve water modelling objectives

  - o Liaise with internal and external stakeholders and collaboratively developed a scope of works for ease of practice on system hydraulic network modelling.

  - o Assist production and other NRW SBU's on reduction of NRW

2. Human capital management

- Effective oversight, coaching, mentoring of Water Modelling staff and in particular direct reports delivered

- Relevant resource materials for the unit on hydraulic network model identified

- Training needs for staff effectively monitored in partnership with relevant staff and appropriately addressed in consultation with the HR Department

- o A quarterly capacity building training exercise developed in consultation with the Training Officer

- Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting both strengths and weaknesses) in consultation with the HR Department and other relevant parties

- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

- Hydraulic network model capacity building programs conducted for WAF staff

3. Timely, relevant and compliant reporting

- All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed

    - o Robust and relevant periodic reports prepared and submitted. This includes weekly updates and technical reports etc.

    - o Manager Planning and Design and Executive Management provided with useful information combined with analysis and interpretation, for the purpose of decision making

    - o Ad-hoc information/reporting requests by superiors addressed in a timely manner

4. 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 relevant superiors effectively and efficiently addressed

5. Organisational Values promoted and demonstrated at all times

- Support towards 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

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Degree in Civil Engineering

EXPERIENCE, SKILLS, & ABILITIES

- At least five years relevant experience

- Working knowledge of software such as Infoworks, Water/SewerGEMS, EPANET, AutoCAD, QGIS and ArcGIS

- Ability to apply technical knowledge in analysing problems and creating solutions

- Ability to build relationship with customers and colleagues

- Strong attention to detail and ability to make correct judgments

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: 1337 Team Leader Water Network Modelling (Re-advertised) National Office and should be received no later than **5pm on 26 January 2024** and could be:

Mailed to:		Hand delivered to:		Emailed to:
The Manager Human Resources	or	Human Resources Unit	or	hr.recruit@waf.com.fj
Water Authority of Fiji		Level 3, Manohan Building		