

POSITION DESCRIPTION

REF 1378: PROJECT MANAGER WASTEWATER- NATIONAL OFFICE

Salary Scale	An attractive remuneration	Position Type	Established
Structure:	Department:	Infrastructure Delivery SBU	
	Sub – Section	Infrastructure Design	
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a commercial statutory authority 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 Project Manager Wastewater is responsible for leading the formulation and implementation of initiatives and programs in wastewater resources development and management. The incumbent will also be responsible for the overall management of projects under the Fiji Urban Water Supply and Wastewater Management Investment Program. This position will work closely with donor agencies and reports to the Manager Design in the design phase and report to Manager Infrastructure Delivery during the implementation phase.

Key Accountabilities

1. Effective management and successful delivery of all funded wastewater projects under Special Projects Management Unit

- Detail design, tender documents, procurement and Construction of, but not limited to:
 - Ensuring Land Acquisition and Compensation is complete before commencement of construction for all waste water project (AW Works, SP4, SP5 and SP6).
 - Effective liaison, coordination and management of external stakeholders.
 - Provision of timely general project management of the Wastewater Sub-Projects in accordance with:
 - WAF Project Management Unit Process Manual
 - Capital Works Procedures Manual.

- ADB policies and procedures
- Effective liaison, coordination and management of WAF stakeholders including:
 - Wastewater network operations, Wastewater treatment plant operators, Customer Services, Department of Environment, Department of Town & Country Planning, Commissioner Central, Department of Housing, Ministry of Health, Fiji Roads Authority (FRA), Electricity Fiji Limited (EFL), ADB, EIB, MOE
- Effective community consultation in coordination with WAF Corporate Communications, Customer Services, Lands Section and various stakeholders delivered
- Delegate tasks and responsibilities to appropriate personnel as needed to complete the project(s).
- Identify and manage project dependencies and critical path. Track project milestones and deliverables.
- Plan and schedule project timelines and milestones using appropriate tools.
- Ensuring all project expenditure and procurement is in accordance with WAF Policy and Procedures for Purchasing
- Ensuring full compliance of all Sub-Projects with WAF Capex Procedures Manual:
 - Deliver approved projects after Gateway 1 through to Gateway 6
 - Prepare Gateway 2 (&3), 4 and 5 & 6 proposals and seek project variations if required
- Preparation of robust and timely major project reports for Major Project Group meetings
- Procuring quality consulting services, contractors and good & works packages in accordance with ADB and EIB requirements and the Procurement Plan
 - Contractors for all waste water project (AW Works, SP4, SP5 and SP6)
 - Consultant supervisors for all waste water construction (CS02B & CS03B)
- Management and coordination of project wide resources including design and supervision consultants, WAF assigned assistants / resources.
- Compliance with the ADB Project Design Advance (PDA) and overall loan Project Administration Manuals (PAM) requirements
- Project risk assessments successfully delivered including but not limited to:
 - Risk identification
 - Development of risk management strategies and mitigation measures
 - WHS (i.e. CHAIR & HAZOP reviews)

- Environmental
 - Quality Assurance Plan
 - Procurement
 - Other 'unknown' risks - Overseeing implementation of risk mitigation strategies / mitigation measures
- Ensuring all necessary environmental approvals for the Sub-Projects are obtained in a timely manner from Department of Environment
 - Ensuring compliance with ADB and EIB specific requirements including: (i) ADB Procurement Procedures, (ii) Land Acquisition and Resettlement Plan (LARP), (iii) Initial Environmental Evaluation (IEE) mitigations measures, (iv) Gender Plan, (v) Accountability Mechanism
 - Monthly reporting of project progress against approved budgets and programs with updated project programs and expenditure forecasts to relevant parties
 - Preparation of progress Reports of projects for WAF senior management, Ministry of Economy, Ministry of Infrastructure and Transport and the donor agencies
 - Ensuring all Sub-Projects are delivered in accordance with WAF quality, safety and environmental requirements
2. Full compliance with WAF and donor requirements maintained at all times
- WAF quality, safety and environmental requirements complied with
 - Compliance with ADB and EIB due diligence and safeguards ensured
 - Project risk assessments conducted and management/mitigation strategies implemented
 - Oversight of implementation of risk mitigation strategies / mitigation measures achieved
 - All necessary environmental approvals for the Sub Projects are obtained in a timely manner
3. Human capital management assisted
- Effective human capital management, mentorship/coaching ensured and encouraged
 - Direct reports and project staff are highly motivated and productive
 - 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 in full compliance with all relevant laws, legislations and internal requirements

4. Timely, relevant and compliant reporting to executives delivered

- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Ad-hoc information request by superiors addressed in a timely manner
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Robust, accurate and relevant periodic reports prepared and submitted
 - Progress Reports of projects for WAF senior management, Ministry of Economy, Ministry of Infrastructure and Transport and the donor agencies prepared and submitted
 - Regular financial and other reports for senior management and auditors prepared and submitted
 - Financial reports provided to Management as and when required
- Timely and relevant advice/assistance provided to the Executive Management as and when required, ensured

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 General Manager Special Projects effectively and efficiently addressed

6. Organisational values upheld and demonstrated at all times

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

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- The applicant must possess a Bachelor's Degree in Civil Engineering or Environmental Engineering, or a related field (Master's Degree Preferred) with at least 5 years of experience in project management, with a focus on wastewater treatment or water or environmental engineering projects.
- Professional certification in project management (e.g., PMP) is desirable.

SKILLS, & ABILITIES

- Strong technical knowledge of wastewater treatment processes, including primary and secondary treatment, disinfection, and sludge management.
- Strong understanding of FIDIC contracts
- Proven track record of successfully managing complex projects from initiation to completion.
- Excellent leadership, communication, and interpersonal skills.
- Experience in formulating and implementing operational policies and guidelines
- Ability to work effectively in a multidisciplinary team environment.
- Familiarity with relevant regulatory requirements and industry standards.
- Experience working in the Pacific region or similar contexts is an advantage.

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 1378: Project Manager Wastewater - National Office” and should be received no later than **5pm on 19 April 2024** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

PO Box 1272, Suva

Hand delivered to:

Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj