

POSITION DESCRIPTION

REF 1381: TECHNICAL OFFICER (LIQUID TRADE WASTE) - NATIONAL OFFICE

Salary Scale	\$18,858.00 - \$23,572.50 per annum	Position Type	Established
Structure:	Department:	Customer Experience SBU	
	Sub – Section	Liquid Trade Waste	
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 Technical Officer - Liquid Trade Waste Unit is responsible for assisting the Head of Liquid Trade Waste to develop, maintain, and enforce regulations and program operating procedures in coordination with other departments, and assists the development of wastewater management strategies. This role reports to Head of Liquid Trade Waste

Key Accountabilities

1. Effective and efficient Liquid Trade Waste and services provided

- Thorough understanding of WAF's Liquid Trade Waste function, program, policies, Standard Operating Procedures and ensure its effectively implemented.
- Trade waste contracts and permits appropriately negotiated with customers and effectively managed.
- Robust investigation of sources of pollution of Liquid Trade Waste and application of corrective actions delivered.
- Coordinate engagement forums with commercial and industrial customers.
- Close collaboration/working relationship with existing and potential customers established and effectively managed.
 - Thorough understanding and timely analysis of their current and future needs.

- Effective monitoring and evaluation strategies for customer needs developed, implemented, and continuously refined.
- Regular monitoring and meetings convened.
- Timely resolution of relevant issues raised by customers ensured.
- Effective working relationships developed and maintained with:
 - Representatives of other relevant government bodies
 - Department personnel
 - General public.
- Weekly, monthly, quarterly, and annual progress/status reports on Liquid Trade Waste Program and verified and correct prior to submission to the Head of Liquid Trade Waste and other WAF Departments upon request.
- Accurate confidential data management of trade waste customers and Environment data effectively supervised ensuring transparency in revenue generation.
- Quality and timely analysis of lab results delivered.
 - Appropriate recommendation(s) of pre-treatment options to trade waste customers provided.
 - Recommendations provided duly consider sustainability of WAF's wastewater infrastructure, effective treatment processes and compliance of effluent quality to national liquid trade waste standards.
 - Appropriate recommendation provided on environmental inspections of the treatment plants, water, and wastewater catchments.
- Rules, procedures, and regulations of the Liquid Trade Waste program compliance appropriately maintained, effectively enforced, and periodically reviewed for relevance in consultation with the Head of Liquid Trade Waste.
- Awareness of the Liquid Trade Waste Program amongst customers/stakeholders continuously enhanced.
- Risks associated with the Liquid Trade Waste function and program effectively and efficiently mitigated.
- Head of Liquid Trade Waste effectively assisted in delivering the following:
 - All Program financial commitments
 - Program budgeting.
 - Procurement for successful enforcement of the program

- Development and implementation of effective wastewater and environment management strategies
- Customer complaints effectively mitigated and managed.
 - Effective, efficient customer service to trade waste customers provided.
 - Customer satisfaction achieved and consistently maintained.
- Effective oversight, guidance and coaching provided to service technicians.
 - Trade waste customer sampling and inspections procedures effectively supervised/monitored.
 - Full compliance with Standard Operating Procedures, OH&S regulations, and any other requirements

2. Timely, relevant, and compliant reporting delivered

- All internal and external reporting requirements regarding the outcomes of this role fully understood and correctly executed.
- Robust and relevant periodic reports prepared and submitted as and when requested.
- Team Leader Liquid Trade Waste provided with useful information combined with analysis and interpretation, for the purpose of decision making.
- Ad-hoc information/reporting requests by superiors addressed in a timely manner

3. 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 Head Liquid Trade Waste effectively and efficiently addressed.

4. Organisational Values promoted and always demonstrated

- Support of the environment aligning 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 & EXPERIENCE REQUIREMENT

- Tertiary Degree in Science in Environmental Science, Chemistry, Environmental Engineering, Biology or equivalent.
- 3 years of relevant experience with Bachelors

SKILLS, & ABILITIES

- Extensive knowledge of the Liquid Trade Waste Policy, Management Plan and Program
- Extensive knowledge on Environmental Regulations of Fiji
- Proven ability to meet deadlines, be highly organised and can work under pressure
- Proven ability to identify the type of pre- treatment & prescribe analysis required for a business
- Thorough knowledge of WAF Promulgation, Ministry of Health & Department of Environment legislations concerning waste and wastewater disposal legislations.
- A valid drivers license with a clean record.

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 1381: Technical Officer (Liquid Trade Waste) - National Office” and should be received no later than **5pm on 26 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.