

POSITION DESCRIPTION

REF 1433: NATIONAL CONTROL CENTER CONTROLLER – WAILOKU DEPOT

Salary Scale	\$14,868.00 - \$18,585.00 per annum	Position Type	Established
Structure:	Department:	Operations SBU	
	Sub – Section	NCC	
Location:	Wailoku Depot		

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 NCC Controller is responsible for monitoring, maintaining and operating WAF's National Control Centre (NCC) to safeguard the effective, efficient and continuity of WAF's operations with minimal disruptions. This position reports carries a wide spectrum reporting with direct reporting to the Manager Instrumentation and SCADA; with indirect reporting to the Chief Operating Officer, Manager Regional Operations and Senior Engineers.

Key Accountabilities

1. Effective and efficient NCC operations delivered

- Reservoir levels are always at the right level at all times and this is ensured through continuously monitoring of reservoir levels through SCADA and physical reading
 - Physical reading of reservoirs conducted as requested by Supervisor DMA, TL Operations, Engineers or Senior Engineers
- DMA/Duty Supervisor alerted on critical reservoir level
- Disruptive Notice are sent out and complaints received are correctly logged in GENTRACK
- DMAs alerted in the various zones regarding their respective complaints.
- Accurate and timely information on pump status obtained from Water Pump Station operators
- Real time data uploaded from SCADA RTUs used when running calibrated water models
- Continuous Monitoring and Control of WAFs assets through SCADA at National Control Centre 24hrs, 7 days a week is ensured

- Work plans achieved through effective team work and timely assistance
 - Timely assistance provided amongst the team on any Alarm in SCADA or fault and respective Supervisors or operations personal informed
 - Better monitoring and relaying of information to respective stakeholders ensured through idea sharing
 - Any other work as directed by Manager Instrumentation & SCADA performed timely and efficiently
 - Respective stakeholders updated on critical alarms from SCADA or operations
 - Quality and accurate information distributed to the various stakeholders in a timely and professional manner
 - Effective relationship established with EFL through robust consultation on any planned or unplanned power outages
 - Quality update reports provided on hourly Reservoir level, valve operation, Water pump station pump status, Inflow & Outflow of water treatment plants to management and operational teams timely
 - reports created using water modelling data and GIS data.
 - Use of TaKaDu software for monitoring, analysis and reporting.
 - Following of Approved standard operating procedures (SOPs).
2. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements in regards to WAF's NCC function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request 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 relevant superiors effectively and efficiently addressed
4. Organisational Values upheld and demonstrated at all times
- Support toward the 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 & EXPERIENCE REQUIREMENT

- The Applicant must possess a Diploma in Electrical or Electronics Engineering, Information Technology or Computing or Instrumentation or Telecommunications with a minimum of two (2) years' relevant experience.

SKILLS, & ABILITIES

- Sufficient experience in Water Operations/ Mechanical / Electrical/ instrumentation and Automation activities. Candidates with experience in SCADA Systems, PLCs, and RTU will be an advantage.
- A minimum of 2 years' relevant experience
- General knowledge on GENTRACK and Geographic Information System (GIS).
- General knowledge of the purpose and operations of water utilities.
- General understanding of Non-Revenue Water Concepts and the impact it plays in water utilities.
- Ability to analyse data and leverage on findings for best outcome.
- Possess teamwork attributes.
- Strong interpersonal and communicating skills
- Ability to meet deadlines and perform beyond nature of responsibility.
- Competent user of Microsoft office.
- Understanding Occupational Health and Safety Management Systems (OHSMS) and practices.

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 1433: NCC Controller – Wailoku Depot” and should be received no later than **5pm on 12 July 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