

POSITION DESCRIPTION

REF 1446: ENGINEER (SUBDIVISION & DEVELOPMENT MANAGEMENT) -

NATIONAL OFFICE

Salary Scale	An attractive remuneration package will be offered to the successful candidate	Position Type	Established
Structure:	Department:	Asset Management	
	Sub – Section	Subdivision & Development Management	
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 Engineer Subdivision & Development Management is responsible for the effective administering, reviewing and monitoring of all national subdivision applications as per WAF Subdivision Standards. The officer is also responsible for assisting the development of the Subdivision Process as well as the Developer Chargers Framework and Quality Assurance Frameworks for WAF. The position reports to the Team Leader Subdivisions & Development Management (TL SDM) under the Manager Asset Strategy and the Chief Asset Management Officer.

Key Accountabilities

1. Effective management of the Subdivision Function demonstrated.

- Monitor and action all Subdivision applications as per the Subdivision Standards and Processes. Engage with present and future customers and developers to ensure satisfactory understanding WAF requirements and execution of WAF Customer Charter.
- Ensure that all Subdivision Plans, Designs and As-built information are captured within the Authority's GIS platform and the Fixed Asset Register.
- Lead the quality assurance and quality control monitoring of all subdivision works carried in the region as per the Subdivisions Standard and quality assurance framework.

- Continuously engage with relevant internal teams in Asset Management, Operations and Customer Services to ensure overall compliance of Subdivision Applications against the Customer charter.
- Support the establishment and maintenance of a Subdivision Process in accordance with the Authority's service level targets as stipulated within its Customer Charter.
- Support the establishment and maintenance of a Developer Funding Framework for subdivision developments requiring upgrades, extension and modification of WAF's Assets.
- Support the establishment, monitoring and continuous improvement of a Quality Assurance Framework for Subdivision Assets that will be handed over to WAF upon completion.
- Carry out formal and informal awareness and training programs with relevant internal and external stakeholders with respect to the above functions, duties, processes and policies.
- Timely and effective support of the process for undertaking demand and growth forecasting for water and wastewater by providing relevant information regarding proposed and upcoming developments.
- Annual budget for Planning function efficiently and effectively utilised through:
 - Periodic Conditional Assessment of Quality Assurance and Monitoring Equipment(s)/Tools
 - Implement improvement plans and execute through Request for Quotation (RFQ) or Request for Tender (RFT)
 - Prepare documentation and follow-through RFQ or RFT Evaluation and ensure timely procurement of equipment and/or tools for the water and waste water subdivision testing and monitoring in line with any approved business case.
 - Ensure always critical equipment spares and service support are readily available for equipment repair & maintenance.
- Carry out any other duties assigned by the Team Leader Subdivisions Management and Manager Asset Strategy.

2. Human capital management

- Effective leadership and cross-functional engagement enacted to foster continuous improvement
- Relevant performance measures established for self and other support function and performance appraisals carried out effectively within the required timeframe
 - Performance measures aligned to current Strategic Asset Management Plans, Corporate Business Plan(s) and associated action plans and the Customer Charter

3. Timely, relevant and compliant reporting

- All internal and external reporting requirements in regards to Asset Management's Subdivision function are fully understood and correctly executed

- Robust and relevant weekly progress, monthly reports, quarterly reports prepared and submitted in a timely fashion. This includes reports covering
 - New & Existing Subdivision - Application Progress Status in the Region(s)
 - Existing Construction Phase (Progress) Status for ongoing Subdivision in the Region(s)
 - Water/Waste Water Reticulation Testing and Monitoring Status Report
 - Progress Status of Procurement - Request for Quotation (RFQ) or Request for Tender (RFT)
- Management provided with useful information combined with data analysis and interpretation, for the purpose of decision making
 - Information/data integrity (quality and accuracy) maintained at all times
- Decision papers/reports to Executive Management and the Board supported with robust recommendations
- Ad-hoc information requests by Management addressed in a timely manner

4. Teamwork and cooperation

- Cooperation within the team and greater function/department encouraged and supported
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Cooperate and work in collaboration with other Utility Service Providers with mutually beneficial working relationships maintained
- Other related duties assigned by the Team Leader Subdivisions Management effectively and efficiently addressed. This may include:
 - Site meetings with internal and external stakeholders for subdivision development
 - attendance and effective contribution at relevant workshops to ensure that WAF's interests/views are appropriately represented

5. Organisational Values promoted 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

- Bachelor in Engineering
 - Civil Engineering
 - Asset Management
- Incumbents should at least obtain a minimum of 5 years of relevant background knowledge on Water and Waste Water system together with relevant Standards and Practices.

SKILLS, & ABILITIES

- Demonstrate the ability to supervise asset (subdivision) management activities within standard and compliance requirements.
- Demonstrate critical thinking during situations where there are large amounts of information, and complex situations, getting to the heart of the problem quickly and making effective and timely decisions based on consideration of the facts and alternatives available.
- Demonstrate strong problem-solving abilities/skills to present, interpret, discuss or write about your conclusions, inferences and results
- Demonstrate the ability to understand and recognise water asset legends on drawings
- Demonstrate the ability of understanding and user capabilities for all related water and waste water activities
- Demonstrate the ability of high levels of verbal and written communication skills, with good and timely report writing skills
- Demonstrate advanced knowledge of Microsoft Office software
- Possess a valid full driving license

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: 1446 Engineer (Subdivision & Development Management) – National Office**” and should be received no later than **5pm on 30 August 2024** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

PO Box 1272, Suva

Hand delivered to:

or Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj