

POSITION DESCRIPTION

REF 1449: PROJECT LEADER (INFRASTRUCTURE DELIVERY) - LAUTOKA REGIONAL OFFICE

Salary Scale	An attractive remuneration package will be offered to the successful candidate	Position Type	Established
Structure:	Department:	Infrastructure Delivery	
	Sub – Section	Delivery	
Location :	Lautoka Regional 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 also setting up water supply systems in rural areas.

Position Objective

This Project Leader Construction is responsible for planning and managing WAF's special construction projects cost-effectively and efficiently. This responsibility includes relevant budget preparation, planning, and successful scheduling and implementation of construction projects. Report preparation and monitoring activities and tasks for the Project Team. This position reports to the RSEC.

Key Accountabilities

1. Effective management of construction projects delivered.
 - Timely and appropriate contribution, as well as leadership in providing information on the development of the Construction function's annual OPEX and CAPEX budgets, ensured.
 - Robust Business Cases and Problem Statements for PSIP Submission ensured by providing information to RSEC.
 - Prudent monitoring, management, and control of annual budget ensured and financial targets achieved.
 - Strategic alignment of the Construction function with WAF's Strategic Plan ensured at all times

- Quality and relevant Standard Operating Procedures (SOP) reviewed and continuously strengthened/refined to suit specific work-related.
- Timely and effective contribution to risk identification and risk management for the Construction function provided to the RSEC.
- Provided recommendations and institute measures for improvement by recommending to RSEC the operating procedures/work instructions.
- Construction projects effectively managed
 - Successfully oversee and direct construction projects from conception to completion to Ensure projects are reviewed in-depth to accurately schedule deliverables and estimate costs.
 - Ensure coordinate and direct construction workers and subcontractors.
 - Clear roles & responsibilities and deliverable requirements in terms of both scope and schedule to all the team members defined and managed
 - All changes to specifications, work scope, and drawings shall be submitted to RSEC for documentation.
 - Effective resolution of design issues that occur on-site by reporting to RSEC.
 - Ensure contractual conditions of performance are met.
 - Work progress reviewed daily and relevant adjustments applied in collaboration with direct reports
 - Internal and External Reports pertaining to work progress provided to RSEC.
 - Liaison with major Donor Agencies, Government Ministries & other stakeholders towards proper implementation of priority projects by consulting RSEC.
 - Appropriate procurement strategies compliant with potential donor agency guidelines planned, developed & implemented.
 - Contractors effectively managed the execution of project implementation in accordance with the contract.
 - Project documentation maintained and managed in full compliance with WAF and relevant external requirements.
 - Due diligence completed in obtaining approval for projects implemented.
 - Provide information to RSEC for consultation with other utility owners in obtaining approvals before implementation of the works at any site.
 - Provide information to RSEC for the development of monthly and quarterly reports for construction.
- Technical expertise demonstrated and provided
 - Risk management plans implemented.

- Quality construction standards implemented and the use of proper construction techniques ensured
 - Quality and effective planning, development, and coordination of construction projects ensured.
 - Cost-effective planning (without compromise to quality) to ensure timely completion of projects within budget delivered
 - Ensured implementation of the scope of work as related to construction in conformance with project specifications, the scope of work, and in accordance with the approved Project Schedule.
 - WAF's professional standards maintained and company objectives in relation to budget targets, service quality, company reputation, OH&S, and environmental standards met and compliance with external and internal standards met
 - Development of in-house capacity for planning, designing & and construction activities with greater international exposure fully supported and facilitated.
 - Oversight and management of high-priority projects for WAF's expansion improved service levels with greater efficiency attaining the highest standards.
2. Timely, quality, and compliant construction project reporting
- All internal and external (if any) reporting requirements in regard to WAF's construction projects are fully understood and correctly executed.
 - Robust and relevant periodic information prepared and submitted as and when requested.
 - Superiors provided with useful information combined with analysis and interpretation, for decision making
3. Human capital management - Construction Project staff
- Effective human capital management, mentorship/coaching ensured and encouraged.
 - Direct reports and construction project staff are highly motivated and productive.
 - Culture of innovation and ongoing professional development established and continuously strengthened.
 - Development plans to be presented to RSEC for recommendations and approval.
 - Training needs for staff are effectively monitored in partnership with the staff and appropriately addressed in consultation with the RSEC.
 - Relevant performance measures established for staff, timely performance appraisals carried out and action items (for both strengths and weaknesses) resolved in consultation with the RSEC.

- Disciplinary actions carried out in consultation with the RSEC with full compliance with all relevant laws, legislations, and internal requirements
4. Teamwork and cooperation
- Cooperation within the team and greater function/department encouraged.
 - Cooperation across functions/departments ensured.
 - Collaboration and leadership to achieve relevant organizational targets and goals.
 - Other related duties assigned by the RSEC effectively and efficiently addressed
5. Organizational values upheld and practiced
- Ensure support of the environment aligning deliverables to organizational values and strategic directions
 - Organizational values and good corporate and governance practices are complied with in delivering outcomes ensured

Position Specification

Competencies

QUALIFICATION & EXPERIENCE REQUIREMENT

- Degree in Civil or Mechanical or Water and Wastewater Engineering or Project Management and/or Construction Management
- At least 3 years of proven experience in Water and wastewater Construction management works/projects and water and wastewater operations and maintenance-related works

SKILLS, & ABILITIES

- At least 3 years of proven experience in Water and wastewater Construction management works/projects and water and wastewater operations and maintenance-related works
- Familiar with the relevant Laws, Regulations, and Standards would be an added advantage.
- Completed Project Management Training and have knowledge of Project Management software
- Advanced qualitative/quantitative research skills: ability to plan and implement research projects on time and within the budget with minimal direction.
- Proficiency in Microsoft package.
- Excellent organizer and communicator with a proactive and friendly attitude

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: 1449 Project Leader – Lautoka Regional 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:

Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road

Emailed to:

or hr.recruit@waf.com.fj