



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES
DEPARTMENT OF BUILDINGS AND GOVERNMENT ARCHITECT

JOB DESCRIPTION: Chief Engineer (Structures)

CORPORATE INFORMATION

1. **Position Level:** Salary Band K
2. **Salary Range:** \$59,945.18 to \$76,852.80
3. **Duty Station:** Structures Section, Department of Buildings and Government Architect Nasilivata House, Samabula
4. **Reporting Responsibilities:**
 - a) **Reports To:** Director Buildings and Government Architect
 - b) **Liases with:** Senior Professional and Technical Cadres of the Department of Buildings and Government Architects, Divisional Engineer Works (CE, West, North)
 - c) **Subordinates:** Principal Engineer, Engineers Structures, Senior Technical Officers, Technical Officer Structures, Technical Officer HG Structures, Technical Officer Structures Senior Technical Assistant and Technical Assistants,

POSITION PURPOSE

The Chief Engineer Structure Planning and Design provides the planning, design, and support services of Buildings, Bridges, Jetties, Crossing, Light House Structures and all other Infrastructure with a multi-disciplinary team to ensure the field/ Divisional Operations are adequate design, efficient and effective.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Leadership and management of the planning and design function
 - Establish the budget for the planning and design function
 - Manage the planning and design resources within the budget
 - Management of the functions performance management system:
 - Performance measures established and in accordance with the MOIT strategic direction
 - Monitoring of expenditure including variations and adjustments
 - Policy and program implementation
 - Establish long term plans in accordance with MOIT Strategic Direction
2. Compliant Planning and Design;
 - Design/international standards compliance e.g standards and conformance
 - Civil
 - Structural

- Electrical
 - Mechanical
 - MOIT operational compliance
 - Statutory compliance - laws and regulations
 - Health, safety and environment compliance
3. Informed executive management and Ministry.
 - Work plan achievement
 - Budgetary reporting
 - Operational changes – policy and procedures
 4. Technical and consulting services provided to MOIT
 - Technical expertise available
 - Program development and advice
 5. Continual improvement of the planning and design function:
 - Growth in competence of function HR resources
 - Improvement in compliance (audit)
 - Increased efficiency and effectiveness (continuous improvement in PMS)
 - Budgetary control and variations
 - Responsiveness of reporting
 - Customer satisfaction improvement
 - Staff satisfaction improving (+ve OHI trend)
 6. Demonstration of the MOIT image and value standard

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Ensure that Performance Measures are in place to manage work in terms of adjustments and variations.
2. Ensure that Operations Plan are in place to define specific objectives and measured accordingly.
3. Ensure that managing of resources is well executed so that department achieves organizational targets and objectives.
4. Achieve and devise solutions to meet customers requirements
5. Ensure that technical solutions for all situations are available using fundamental principles and theory – technical advisor
6. Provision of specified analysis of financial data highlighting issues and opportunities.

PERSON SPECIFICATION

In addition to Bachelor's Degree qualifications in the fields of Engineering, or Masters Degree in Engineering or Management/ Business (or equivalent), the following experience, knowledge, skills and abilities are sought:

Knowledge and Experience

1. Good understanding of structural principles and practices.
2. Vast knowledge of contracts, constructions management & office administrations
3. Strength in analysing, researching, organising and problem solving;
4. Equally effective working independently and in cooperation with others;
5. Reputation for excellence and high quality service to clients.
6. Understanding of the budgeting process.
7. Extensive knowledge of current principles, methods and practices relating to Structures
8. Extensive knowledge of effective managerial practices and methods

Skills and Abilities

1. Effective decision making skills and attentions to detail and high level of accuracy.
2. Excellent leadership skills and interpersonal skills.
3. Effective written communication skills.
4. Effective verbal, listening and communication skills
5. Analytical and problem solving skills.

Special Requirement

Membership of Professional Engineers Institute (recognized).

Personal Character and Eligibility

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability