



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) CENTRAL EASTERN

JOB ROLE: FOREMAN (ELECTRICAL)

CORPORATE INFORMATION

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 to \$28,883.00
3. **Duty Station:** DEW (CE), Amra Street, Walu Bay, Suva.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Supervisor Higher Grade - Electrical
 - b) **Liaises with:** Other Foreman, Senior Technical Assistant, Technical Assistant, Storeman, Accounting Staff, HR Staff
 - c) **Subordinates:** Leading Hand

POSITION PURPOSE

The position is responsible for the supervision of the operations of the rural government stations providing power to the connected grid and ensures its efficient and effective service.

KEY RESPONSIBILITIES/KEY RESULT AREAS (KRAs)

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

1. Ensuring the efficient and effective operations of the rural government stations (RGS) power stations to supply power to all connected consumers.
2. Supervise, monitor and manage the RGS staff and allocated resources to enable the optimum performance within allocated budget.
3. Monitor and analyze station reports to identify and propose courses for improvements of services and standards of operation of the RGS on a regular basis.
4. Communicate management directives and instructions to staff and ensure that these are adhered to.
5. Monitor the customer electricity bills and facilitate the timely collection of data and implementation of control measures.
6. Implement rural projects as assigned and within allocated budget, resources and time frame.
7. Ensure Occupational Health Safety (OHS) compliance.
8. Actively contribute to all Ministry activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely completion of the RGS within the allocated government budget and resources according to national policies and standards and effective implementation of capital projects as assigned.
2. Timely and accurate submission of plans and reports
3. Timely execution of maintenance and repair programs to enable the continuous operation of the generating units.
4. Full compliance to OHS requirements and policy.

PERSON SPECIFICATION

In addition to form 7 or Year 13 pass and a Trade Diploma in Electrical Engineering (or equivalent) the following Knowledge, Experience, Skills and Abilities are sought to successfully undertake this role:

Knowledge and Experience

1. At least 3 years' of work experience in the required field or more than 6 years demonstrated experience in a similar position in any electricity generating based organization.
2. Practical knowledge and working experience in the use of the AS/NZS 3000:2007 wiring standards.
3. Working knowledge and experience in electrical reticulation installation and maintenance.
4. Working knowledge and experience in operation and maintenance of generators and motors.
5. Practical knowledge and working experience in survey, scoping and planning electrical projects.

Skills and Abilities

1. Dedicated and thorough with high level of accuracy and attention to detail.
2. Demonstrated ability to effectively work within a team, manage staff and resources.
3. Analytical and problem solving skills.
4. Demonstrated ability to use Microsoft office products, especially Excel and Word.
5. Demonstrated ability to analyze data and extract useable information for better decision making at a management level.
6. Demonstrated ability to lead teams in the timely and accurate execution of works with limited budget and timelines.
7. Good interpersonal and communication skills.
8. Service oriented approach, with a commitment to supporting the operational/ corporate environment of the organization.

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 is an Equal Employment Opportunity Employer. Applications 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 of applicants.