



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

### DIVISIONAL ENGINEER (WORKS) NORTHERN

**JOB ROLE:** SUPERVISOR (WORKSHOP)

#### CORPORATE INFORMATION:

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 - \$28,883.00
3. **Duty Station:** Labasa.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Supervisor Higher Grade
  - b) **Liaises with:** Supervisor of other sections, Staffs, Client Ministries & Departments, Spare parts
  - c) **Subordinates:** GWE's in the workshop & Foreman

#### POSITION PURPOSE

The purpose of this position is provide for the daily maintenance and repair of vehicles, maintain high caliber of workshop, estimates of repair costs, procurement of parts, report progress of work, cost control and labor relation, testing vehicles and any other duties assigned from time to time.

#### KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

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

1. Ensuring that Plants/Vehicles are maintained to a standard.
2. Ensuring that plants/vehicles are repaired in the given time frame
3. Ensure budget allocations is not overspent
4. Ensure that Plants/Vehicles are delivered on time
5. Ensure that the workshop is accidents free
6. Ensure that reports are submitted on time
7. Ensure that progress of work is monitored

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators.

1. Plants are issued with Road worthiness certificates
2. Timely repairs of Plants
3. Some savings for TMA (Workshop wages)
4. Timely delivery of Plants
5. No accidents & compensation payout
6. Timely reports
7. Timely repairs

## **PERSON SPECIFICATION**

A minimum qualification of Diploma in Plant/automotive Engineering with eight years experience, knowledge, skills and abilities:

### **KNOWLEDGE AND EXPERIENCE**

1. Technical Knowledge - diagnosing of faults
2. Experience of (10) ten years in the mechanical field
3. Management level – (5) five years
4. Computer literate

### **SKILLS AND ABILITIES**

1. Technical Skills in Automotive and Plant Engineering
2. Troubleshooting skills
3. Writing skills
4. Ability to plan and prepare work program
5. Ability to manage with minimum resources
6. Ability to motivate workers

### **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. 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.