



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

### DIVISIONAL ENGINEER WORKS CENTRAL/EASTERN

**JOB DESCRIPTION:** Principal Engineer (Mechanical)

#### CORPORATE INFORMATION

1. **Position Level:** Band J
2. **Salary Range:** \$51,132.98 – \$65,555.10
3. **Duty Station:** Walu Bay, Suva.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Divisional Engineer Works Central/Eastern
  - b) **Liaises with:** Staff within and across clients Departments and Division
  - c) **Subordinates:** Senior Engineers, Engineers, STO Mechanical

#### POSITION PURPOSE

The purpose of this position is to lead and manage the operations of the whole Mechanical Section to enable the timely execution of works in accordance with National Mechanical Standards and provide advice on mechanical services for and on behalf of government.

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

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

1. Oversee the effective and efficient management of mechanical services in accordance with relevant OHS, Human resource, Financial Acts, regulations and policies
2. Ensure the provision of appropriate professional and timely advice to stakeholders and customers concerning Mechanical works for Government in accordance with National Acts and Policies.
3. Maintain contacts and network with stakeholders, customers and suppliers to enable the effective and efficient execution of activities in accordance with all relevant policies and procedures
4. Provide guidance through coaching and mentoring to develop subordinate officers to enhance performance and teamwork for the timely achievement of deliverables
5. Ensure that medium and long term targets of the section are developed, endorsed and successfully implemented in accordance with Government strategic development plans
6. Compile, review and ensure that all reports are accurate, submitted within agreed timeframes, meet reporting requirements, include analytical trends and analysis with recommendations for improvement where needed.
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators.

1. Provision of quality, timely and cost effective work to the expectation of senior management and statutory stakeholders.
2. Efficient management and monitoring of resources, databases, budgetary allocations, and assets that support meeting work plan and budget allocation; including ongoing contribution to (relevant) sustainability.
3. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.
4. Provision of OHS clothing and guideline and ensuring ground implementation to safe working employees and organization.

## **PERSON SPECIFICATION**

In addition to a recognized Bachelor Degree in Mechanical Engineering (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 9 years technical experience and 10 years management experience of extensive work in any relevant mechanical field.
2. Effective knowledge on general mechanical engineering the principle of engines and machineries
3. Effective knowledge of government system and processes, work estimates, reporting and procurement.

### **SKILLS AND ABILITIES**

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities/projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilize computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and 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. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.