



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

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### DEPARTMENT OF WATER & SEWERAGE

#### **JOB DESCRIPTION: Senior Technical Assistant (Sewerage)**

#### **CORPORATE INFORMATION**

1. **Position Level:** Salary Band E
2. **Salary Range:** \$19,041.75 to \$24,412.50
3. **Duty Station:** Nasilivata House, Samabula, *(Travelling will be required)*
4. **Reporting Responsibilities:**
  - a. **Reports To:** TOHG(Sewerage)
  - b. **Liaises with:** Department Staff, Ministry Staff, Other ministries ,NGO's Donor agencies and other relevant stakeholders
  - c. **Subordinates:** None.

#### **POSITION PURPOSE**

This position is responsible for assisting in the monitoring of urban and rural water and wastewater systems for compliance to relevant standards and regulations.

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

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

1. Assist in monitoring of rural and urban water and wastewaters systems in compliance to standards and regulations.
2. Assist in updating and data entry for department's database.
3. Assist in logistics of stakeholder's consultations and meetings.
4. Assist in sampling and analysis for Departments water and waste water Laboratory

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements, including analytical trends, analyses of data and any recommendations for improvements.
2. Provide technical assistance in meeting Department objectives
3. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives
4. All agreed monitoring and evaluation reports of (services, policies, guidelines etc.) are conducted in compliance with the specific requirements, and submitted in accordance with the scheduled timeframe.

## **PERSON SPECIFICATION**

In addition to Diploma in Civil Engineering or equivalent qualification in relevant field or the following knowledge, experience, skills and abilities required to successfully undertake this role:

### **Knowledge and Experience**

At least 2-3 years' of service in water and sewerage field or relevant skills and experience in this particular field in any other organization.

Knowledge on water and wastewater policies, guidelines, research and development, water quality monitoring and analysis and understanding of the operations and maintenance

### **Skills and Abilities**

1. Able to work as a team;
2. Sound communication, interpersonal and representational skills
3. Ability to follow guidelines and appropriately apply processes
4. Demonstrated ability to maintain confidentiality
5. Capacity to utilize computer programs to support daily operations
6. 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 of Infrastructure and Meteorological Services 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.