



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER WORKS CENTRAL/EASTERN

JOB DESCRIPTION: Senior Engineer (Electrical)

CORPORATE INFORMATION

1. **Position Level:** Band H
2. **Salary Range:** \$34,760.31 - \$44,564.50
3. **Duty Station:** Walu Bay, Suva
4. **Reporting Responsibilities:**
 - a) **Reports To:** Principal Engineer Electrical
 - b) **Liaises with:** Other Engineers, Stakeholders, Customers and Suppliers
 - c) **Subordinates:** Engineers

POSITION PURPOSE

To provide technical expertise in electrical matters for all government buildings and construction works, especially in design and rural government stations.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

The position will achieve its purpose through the following:

1. Facilitate and supervise the preparation of electrical engineering design and estimates for all Public Buildings and government facilities in accordance with National standards and requirements
2. Develop, and once approved, oversee the implementation of rural government station capital projects and strategies focused on the Ministry's organizational objectives and development plans
3. Oversee the management of the operations for the provision of generating power at rural government stations including monitoring of loads and generator performance.
4. Maintain a productive, harmonious and motivated workforce through the implementation of ministry HR strategies and policies, ensuring responsibilities are well allocated and by resolving difficulties that arise
5. Actively communicate with and nurture good relationships with stakeholders, customers and suppliers
6. Advise on means of managing and evolving the Section by researching on opportunities for application of new and evolving technology and processes to improve efficiencies
7. Actively contribute to Ministry requirements, including planning, budgeting and corporate activities.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators.

1. Approved designs and estimates are delivered to clients within agreed timeframes and compliant with relevant standards, legislations and policies
2. Implementation of capital projects for the electrical section as per the plans and timelines approved by the Ministry of Economy annually
3. Operation of the rural government stations to provide power as per the targets set in the ministry annual operational plan
4. Reporting – all reports are submitted within agreed timeframes and formats. Analysis and recommendations for improvements to be included where required

PERSON SPECIFICATION

In addition to Electrical/Electronic Engineering Degree (or equivalent years of experience and short courses) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years in a senior management technical role
2. Demonstrated experience in project management;
3. Knowledge of national standards and codes for electrical services and installations

SKILLS AND ABILITIES

1. Ability to lead, plan and organize activities/projects and work cooperatively within a team environment
2. Excellent communication and interpersonal skills
3. Willingness to lead by example, with strong attention to detail and accuracy
4. Competent user of relevant design software packages, as well as Microsoft Word and Excel
5. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

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