

MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DEPARTMENT OF ENERGY

JOB DESCRIPTION: SUPERVISOR HIGHER GRADE - ELECTRICAL

CORPORATE INFORMATION

1. **Position Level:** Salary Band G
2. **Salary Range:** \$28,605.45 - \$38,140.60
3. **Duty Station:** Samabula.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Principal Technical Officer (REU)
 - b) **Liaises with:** Other Technical Assistants, Supervisor High Grade Mechanical, Principal Technical Officer, Clerical Officer, DOE Labasa Office, DOE Lautoka Office, Internal / External Customers
 - c) **Subordinates:** Technical Assistant Electrical/ Mechanical, Clerical Officers REU

POSITION PURPOSE

The position facilitates Rural Electrifications (RE) Projects in the Central, Eastern, Western and Northern Divisions via the Rural Electrification Policy that supports the Ministry's Operational Plan linked to the National Development Plan (NDP).

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

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

1. Facilitate the complaints of Terms of Reference for EFL Major, EFL Minor projects, Diesel Generator Schemes, Micro Hydro Projects and Solar Projects
2. Facilitate the compilation of evaluation of tenders for all rural electrification projects
3. Facilitate the drafting of contracts, vetting and signing with contractors
4. Facilitate the scoping of all rural electrification projects approved in the budget financial year
5. Facilitate the design of diesel generator schemes and solar projects.
6. Facilitate the assigning of officers for survey, inspection, monitoring works and processing of contractor payments
7. Facilitate attendance for the Provincial Council, District Council, Division HOD , and other stakeholder meetings.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Number of EFL Major House Wiring TOR Processed
2. Number of EFL Minor House Wiring TOR and Quotation processed
3. Number of Diesel Generator Schemes design and work processed
4. Number of Stakeholder Meeting attended

PERSON SPECIFICATION

In addition to Diploma in Electrical Engineering or Diploma in Renewable Energy Engineering with 5 years practical experience with a Wireman's License the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. At least 5 years' experience in the following;
Single / Three Phase Electrical Wiring System
Single / Three Phase Generator Motor Rewinding and Trouble Shooting
Single / Three Phase 240v / 11 KV Transmission Distribution System
Single / Three Phase Transformer Substation System
AC / DC Solar Design , Wiring and Trouble Shooting
Micro Hydro Design and Reticulation
Basic Knowledge of other renewable energy sources
2. Well versed with Microsoft Word and Excel
3. Familiar with Ministry's Operational Plan, Rural Electrification Policy, Electricity Act, National Energy Policy and Constitution

SKILLS AND ABILITIES

1. Excellent Interpersonal communication skills
2. Team building skills
3. Analytical and Problem solving
4. Attention to detail and high level of accuracy
5. Computer skills including the ability to operate computerized spreadsheet and word processing programs

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