



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) WESTERN

JOB ROLE: TECHNICAL ASSISTANT (BUILDINGS)

CORPORATE INFORMATION

1. **Salary Band:** Salary Band E
2. **Salary Range:** \$19,041.75 - \$24,412.50
3. **Duty Station:** Lautoka.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Supervisor, Buildings
 - b) **Liaises with:** Staff from the Division, Customers, Suppliers
 - c) **Subordinates:** Nil

POSITION PURPOSE:

The position supports the function of the Divisional Engineer Works West in executing, monitoring, controlling and reporting on the projects carried out within the division as assigned by the supervisor (IDC).

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

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

1. Assign daily work chores to staff on projects.
2. Supervise workmen on IDC (capital) projects.
3. Maintenance of on-site stores.
4. Arrange for timely procurement of materials.
5. Report on physical progress of the project.
6. Preparing site meetings and monthly progress reports.
7. Liaise with subordinates on their grievances and concerns.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely completion of work within budget and according to quality and standards.
2. Timely submission of work progress reports.
3. Full compliance to OHS requirements and policy.

PERSON SPECIFICATION

In addition to a recognized Trade Certificate In Civil Engineering/ Building/Quantity Surveying / Construction (or equivalent) and completion of a first Line supervision course, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years' experience in a related field in the construction industry.
2. Knowledgeable in general construction with an appreciation of statutory requirements
3. Demonstrated ability to manage a project from inception to completion.

SKILLS AND ABILITIES

1. Effective Leadership & interpersonal skills
2. Able to read and interpret plans.
3. Team building skills able to motivate and train staff
4. Analytical and problem solving
5. Attention to detail and high level of accuracy
6. Computer skills.

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