



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

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### DEPARTMENT OF WATER AND SEWERAGE

#### **JOB DESCRIPTION: Technical Officer (Sewerage)**

#### **CORPORATE INFORMATION**

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 - \$28,883.00
3. **Duty Station:** Samabula (*Travelling will be required*)
4. **Reporting Responsibilities:**
  - a) **Reports To:** Technical Officer High Grade Sewerage
  - b) **Liaises with:** Department Staff, Ministry Staff, Other Ministries ,NGO's, Donor Agencies and other relevant stakeholders
  - c) **Subordinates:** Senior Technical Assistant Sewerage.

#### **POSITION PURPOSE**

This position is responsible for monitoring of urban and rural water and wastewater sector 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. Monitoring of urban and rural water and wastewater systems in compliance to standards and regulations.
2. Collection and verification of water and wastewater data and assist with updating and managing of Department's databases and website.
3. Research and Development of low cost and user friendly water and waste water treatment technologies
4. Assist in water quality sampling, analysis and reporting for Department's Water and Waste Water Laboratory
5. Assist with coordination towards stakeholder's consultations, meetings and collaboration.

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective and efficient monitoring of urban and rural water and wastewater systems and projects.
2. Timely submission of water and wastewater data and updating of database as per reporting standards and agreed timelines.
3. Research and development reports are submitted as per the standard reporting requirements and within the agreed timelines with recommendations for implementation.
4. Water quality sampling is conducted in accordance to Standard Operating Procedures and analysis reports submitted as per the standard reporting requirements and within the agreed timeframe.

5. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives

### **PERSON SPECIFICATION**

In addition to Diploma in Civil Engineering or equivalent qualifications in relevant field, the following knowledge, experience, skills and abilities is required to successfully undertake this role. Degree qualifications in the relevant field will be advantageous.

#### **Knowledge and Experience**

1. At least 2-3 years' service in a relevant field in any organization;
2. Knowledge on water and wastewater policies and guidelines;
3. Knowledge on water utilities operations and maintenance, water and sewerage system designs, treatment, pipe reticulation, distribution and pump stations;
4. Water and wastewater sampling and water quality testing and analysis knowledge
5. Knowledge on data management and information systems

#### **Skills and Abilities**

1. Must be a team player;
2. Effective decision making skills and able to give attention to details;
3. Demonstrate and maintain highly professional relationships with a network of people both internally and externally;
4. Good supervisory and interpersonal skills;
5. Effective written and verbal communication skills;
6. Good analytical skills
7. Excellent computer skills and sound knowledge of Microsoft Word, Excel, PowerPoint,
8. Access and Data management and Database;
9. 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, below the age of 55, be of 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 and qualified applicants. Applicants highly assessed as having specific knowledge, experience, skills and abilities required for the job will be considered.