

## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

---

### DEPARTMENT OF ENERGY

#### **JOB DESCRIPTION:** TECHNICAL OFFICER - SOLAR

#### **CORPORATE INFORMATION**

1. **Position Level:** Salary Band F
2. **Salary Range:** \$22,528.74 to \$28,883.00
3. **Duty Station:** Samabula.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Senior Scientific Officers
  - b) **Liaises with:** All Department Staff, Stakeholders and Rural Customers
  - c) **Subordinates:** Nil

#### **POSITION PURPOSE**

The Technical Officer (Solar) is responsible for the monitoring and maintenance of solar home system projects under the rural electrification program in support of the Ministry's objectives.

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

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

1. Monitoring and maintenance of solar home system (SHS) projects under the rural electrification program;
2. Maintain records and documentation of all solar complaints;
3. Carry out survey and inspection works for new SHS projects;
4. Conducting public awareness and provide advice to rural communities and other key stakeholders on the solar home system program;
5. Organize and arrange logistics arrangement for inspection and survey trips;
6. Prepare and arrange of quotations for purchasing of solar materials for installation, upgrading or maintenance works.

#### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Effective and efficient monitoring and maintenance of solar home projects under rural electrification program.
2. Timely and accurate response and record of complaints to enable continuous improvement of services
3. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents
4. All survey and inspection reports are submitted within the agreed timeframes; and the standard reporting requirements, including recommendations for improvement.

## **PERSON SPECIFICATION**

In addition to Diploma in Electrical Engineering, Science (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake these roles are:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 2 years' experience in project monitoring in energy sector or related field
2. Demonstrated ability to think analytically about issues and express ideas clearly
3. The ability to diagnose the technical problem by comparing experience with a model or system for thinking about an issue and recommending action based on this data
4. Technical knowledge of renewable energy technologies
5. Understanding of rural electrification development program
6. Basic knowledge and experience in any related electric works
7. Experience working collaboratively with multiple partners preferred.

### **SKILLS AND ABILITIES**

1. Ability to understand and apply technical and analytical tools to issues
2. Ability to work independently, with initial guidance
3. Excellent Interpersonal communication skills
4. Good general problem identification and solution skills
5. Strong analytical and technical capabilities
6. Capacity to utilize computer programs to support daily operations e.g. Word, Excel and Access.

### **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