
Divisional Engineer - Works

Fiji lies in the heart of the Pacific Ocean 18 degrees south of the Equator. Fiji's exclusive economic zone covers about 1.4 million square kilometres, consisting of 330 islands with a land area of 18,333 square kilometres. The two (2) major islands are Viti Levu (where the majority of the projects are) and Vanua Levu. Fiji enjoys a tropical south sea maritime climate without the extremes of heat and cold.

Primary Objective of Position

The Divisional Engineer (Works) ensures that the building, mechanical and water & sewerage construction and maintenance works in the Division are delivered efficiently and effectively and consider the safety and well being of the public, users etc.

Key Outcomes

The Divisional Engineer (Works) will be accountable to the Deputy Secretary Operations for the following outcomes:

- 1) Leadership and management of the Divisional Works programs
 - # Establish the budget
 - # Manage the works resources within the budget
 - # Management of the performance management system:
 - # Performance measures established
 - # Monitoring of expenditure including variations and adjustments
 - # Program implementation
 - # Establish long term works construction and maintenance plans for the Division
 - # Liaise with key stakeholders in the Division
- 2) Compliant operations (Works) in Division
 - # PWD operational compliance
 - # Statutory compliance - laws and regulations
 - # Health, safety and environment compliance
 - # Design standards compliance e.g standards and conformance
- 3) Informed executive management.
 - # Road works plan achievement
 - # Budgetary reporting
 - # Operational changes –procedures
 - # Incidents and events
- 4) Technical works services provided to Division
 - # Technical expertise available
- 5) Continual improvement of Divisional Works Operations:
 - # Growth in competence of function HR resources
 - # Improvement in compliance (audit)
 - # Increased efficiency and effectiveness (continuous improvement in PMS)
 - # Budgetary control and variations
 - # Responsiveness of reporting
 - # Customer satisfaction improvement
 - # Staff satisfaction improving (+ve OHI trend)
- 6) Demonstration of the PWD image and value standards
 - # Cooperative Divisional Management team
 - # Efficient and effective Divisional teams that are OH&S and environmentally aware

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Business Performance

Establish performance management measures managing adjustments and variations

Risk Management

Develop a risk management plan.

Planning

Develop an operations plan to define specific objectives.

Resource Management

Establish and adjust the resource levels to achieve organisational targets and objectives.

Systems and Procedures

Undertake defined modifications/reviews to procedures; draft manuals/instructions.

Customer

Customer Commitment

Anticipate and devise solutions to meet the customers' future requirements.

Relationship Building

Build long-term relationships working as a trusted advisor.

Quality Focus

Develop quality standards for the organisation.

People

Leadership

Achieve the vision by establishing clear objectives and empowering units to achieve.

Facilitation

Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.

Professional

Technical Strength

Analyse a problem and develop the solution using standard procedures and methods – technical specialist.

Financial Application

Review reports from standard financial models/systems reporting on trends and variances.

Operational

Health and Safety

Monitor and design effective and efficient safety programs, policies, or procedures used in multiple locations.

Environment

Monitor and design effective and efficient environmental protection programs, policies or practices used in multiple locations.

Interactions

External

Government Officials
Line Ministries
General Public
Auditors
Suppliers
NGO's / CSO's
Provincial Councils'
Associations / Unions
Contractors

Internal

Executive Management
All staff

Person Specifications:

Qualifications

Preferred

Degree Mechanical or other relevant building/engineering

Desirable

Higher Degree incl. Post Grad Cert or Dip Technical post graduate

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of Professional Engineers Institute (recognised)

Regulatory Compliance Requirements

Drivers Licence

Work Knowledge and Experience

Implementation of Building, Mechanical and Water/Sewerage Works programs - construction and maintenance

Experience in implementing works programs likely to be 10 years

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Detail Oriented

Interpersonal

Perceptive
Team Oriented

Thinking

Conceptual
Disciplined / Systematic
Initiative

How to apply:

Online applications preferred but if necessary email your application to pwdjobs@pacificrecruit.com.

Closing Date: Friday, 6 November, 2009