



MINISTRY OF HOUSING & COMMUNITY DEVELOPMENT

ROLE DESCRIPTION: TECHNICAL OFFICER

CORPORATE INFORMATION

1. Position Level: Band G
2. Salary: **\$28,605.45 - \$38,140.60**
3. Duty Station: Northern Division, Labasa.
4. Reporting Responsibilities:
 - a) Reports To: Director Housing through the Senior Technical Officer
 - b) Liaises with: Senior Technical Officers and Engineer, Squatter Settlement Communities, Land Administration Authorities Stakeholders and Government Agencies
 - c) Subordinates: Technical Assistants

ROLE PURPOSE

The purpose of the position is to provide land engineering technical services and advice with efficient and effective timeline implementation of Informal Settlement Upgrading Projects such as the relocation of existing squatters, lot allocation process and monitoring.

KEY RESPONSIBILITIES

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

1. Ensure necessary land engineering technical services and advice is provided through efficient, effective and timely implementation of Informal Settlement Upgrading Projects;
2. Ensure efficient and effective communication between stakeholders on the development of Informal Settlement Upgrading Projects;
3. Proactively manage processes such as the relocation of existing squatters, lot allocation process and monitoring of informal settlements housing activities;
4. Responsible in addressing informal settlements complaints, housing and land issues;
5. Responsible for Socio Economic Survey and Profiling of Informal settlements, prepare logistics community meetings and attend to other urgent works after hours as and when required; and
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Land engineering technical services and advice on Informal settlement upgrading projects is provided with efficiency, standard and within agreed timelines;
2. Relocation of existing squatters, lot allocation, settlements of complaints, Socio Economic Survey, Profiling of Informal settlements and monitoring activities are completed within the required standard, timelines and targets in the Business Plan;
3. Monitoring and inspections of projects utilizations of the ministry, to be within the allocated budget, priority needs, beneficiary and utilization; and
4. Reports with accurate data and information's are submitted within the required standard and timelines.

PERSON SPECIFICATION

In addition to a Bachelor's degree in engineering, architectural, building from a recognized institution or equivalent work experience with the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. 2-3 years' experience with relevant working knowledge.
2. Working knowledge of Building Code, Construction Standards, Land Act, Housing Policy and OHS
3. Understanding of the Fijian Constitution (2013) and applicable land Laws in Fiji.
4. Working knowledge of Informal settlement Upgrading and Land Development Process
5. Sound knowledge and experience in the application of relevant laws in Fiji.

Skills and Abilities

1. Demonstrated ability to effectively carryout the duties and meet deadlines required.
2. Demonstrated ability to liaise and meeting with relevant stakeholders on projects.
3. High level of interpersonal skills with the ability to work effectively as a team with minimum supervision.
4. Ability to communicate with people from diverse background.
5. Capacity to utilize computer programs to support the operations of complex organization.
6. Demonstrated ability to complete multiple task within the set timelines.
7. Demonstrate the ability to think technically with recommended solutions to the issues.

Personal Character and Eligibility

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under Age 55, in sound health, with a clear police record. The selected 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. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.