



# MINISTRY OF HOUSING

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## PROJECT MANAGEMENT DIVISION

### ROLE DESCRIPTION: SENIOR TECHNICAL OFFICER (MONITORING)

#### CORPORATE INFORMATION

1. **Position Level:** Salary Band H
2. **Salary Range:** \$37,434.18 – \$47,684.02
3. **Appointment Period:** Open ended until retirement age is reached
4. **Duty Station:** Korobasaga House, Gorrie St, Suva
5. **Reporting Responsibilities:**
  - a) **Reports to:** Project Manager
  - b) **Liaises with:** Divisional Heads and staff, government agencies & stakeholders.
  - c) **Subordinates:** Technical Officer (Monitoring), Technical Assistants x3.

#### POSITION PURPOSE

The position oversees the effective management of Informal Settlement Upgrading Projects and provides sound technical advice with regards to the Ministry's goals and projects set out in the Ministry plans and policies in collaboration with the Division's plans.

#### KEY RESPONSIBILITY AREAS

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

1. Manage informal settlement upgrading programs such as Informal Settlement Upgrading Projects and ensure effective implementation and application of the policies and guidelines set for such projects;
2. Liaise with landlords such as Ministry of Lands, Itaukei Land Trust Board, Land Owning Unit and Property Owners on acquisition of land or other land matters;
3. Attend to site inspections for issues raised by sitting tenants of the informal settlements under the Ministry's Development Lease, provide inspection report and closing documents to the Supervisor for approval;
4. Update and maintain proper records of payments on ground rentals, land acquisition premium payments and provide updated acquittals where required;
5. Liaise with the Office of the Solicitor General on the vetting of contractual documents and request for legal advice;
6. Conduct socio economic surveys, analyze data, provide presentation and final report on the information provided;

7. Ensure implementation of Lot Allocation Policy process such as collection of application/ expression of interest forms, conducting background checks on application with the Fiji Revenue and Custom Services and the Titles Office and present to the Lot Allocation Committee;
8. Organize community consultation meeting with tenants at the informal settlements and provide meeting minutes;
9. Prepare the Public Sector Investment Programme (PSIP) for the next financial year in close consultations with the stakeholders for Informal Settlement Upgrading Programs;
10. Preparation of the Annual Procurement Plan for the Ministry in consultation with the project officers;
11. Preparation of the Annual Work Plans, Budget submission and Individual Work Plans for the relevant Technical staff and submit to the Project Manager for approval;
12. Provide technical support when required to the other Housing programs such as Fiji Resilient Informal Settlement (FRIS) and Revitalization of Informal Settlements (RISE) and other donor aided projects and social & public housing grants.
13. Actively contribute to all corporate requirements of the Ministry, including planning, quality customer services, employee health and safety, recruitment and selection, discipline and performance management activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Assigned activities in the Operational and Individual Work Plans (IWP) are completed and delivered effectively within the agreed timelines;
2. Compliance with applicable legislation, policies, procedures, guidelines and service standards;
3. Timely submission of quality Project reports and programme documentation;

## **PERSON SPECIFICATION**

In addition to a Bachelor's degree in Land Management, Civil Engineering or any other related field, the following Experience, Knowledge, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 5 years' practical experience in the public sector with at least 3 years' exposure at supervisory level;
2. Thorough knowledge and experience of the National Building Codes, building system, construction system (Australia & New Zealand), Land Acts, Housing Policies and Occupational Health and Safety;
3. Proven knowledge and experience in statistical analysis, engineering and design software;
4. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

## **SKILLS AND ABILITIES**

1. Excellent communication skills and the ability to deal with employees within the required legislative and policy framework;
2. Ability to follow instructions and meet set timeframes in particular with report writing and planning activities;
3. Sound leadership and interpersonal skills who can work cooperatively within a team environment;
4. Effective negotiation and attention to detail skills;
5. Strong organizational skills and the ability to meet tight deadlines;
6. Strength in solving design problems and finding solutions;
7. Capacity to utilize computer programs to support the operations of complex organization;
8. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

## **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment in the Ministry of Housing must be Fijian Citizens, under Age 60, 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 of Housing is an Equal Employment Opportunity Employer where all. All applicants are encouraged from all eligible, qualified applicants. However only those that acquires the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.