



# MINISTRY OF HOUSING

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## PROJECT MANAGEMENT UNIT

### ROLE DESCRIPTION: TECHNICAL OFFICER (WEST)

#### CORPORATE INFORMATION

1. Position Band: Salary Band G
2. Salary Range: \$32,038.10 – \$40,429.04  
*\*Additional performance payments may be available for our highest performers, in accordance with the Civil Service Guidelines.*
3. Duty Station: Suva
4. Reporting Responsibilities:
  - a) **Reports to:** Senior Technical Officer (Central)
  - b) **Liaises with:** Internal Staff; Ministries and Departments; members of the public; and statutory organisation
  - c) **Subordinates:** Nil

#### POSITION PURPOSE

The position will ensure effective management of Informal Settlement Upgrading Projects in the Western Division and provide technical advice with regards to the Ministry's goals and projects set out in the Ministry plans and policies.

#### KEY RESPONSIBILITY AREAS

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

1. Manage the Informal Settlement Upgrading Programs such as Squatter Upgrading and Town Wide Informal Settlement Upgrading Projects for the Western Division, attend to complaints, consultation meetings and ensure effective implementation and application of the policies and guidelines set for such projects;
2. Liaise with the relevant landlords such as the Ministry of Lands, iTaukei Land Trust Board, Land Owning Unit Property Owners on acquisition of land or other land matters and provide updated reports using the appropriate templates provided;
3. Preparation of Terms of Reference (TOR) for consultancy for informal settlement upgrading projects;
4. Conduct Tender Evaluation Processes in line with the Fiji Procurement Office and Government Tender Board requirements;
5. Liaise with the Office of the Solicitor General on the vetting of contractual documents and requests for legal advice;
6. Conduct site inspections and attend to project site meeting with consultants, contractors and relevant stakeholders to ensure effective monitoring and reporting of the performance of the contracted providers of engineering and civil works;

7. Assessment of contractors or consultants progressive claims and provide Request to Incur Expenditure (RIE) submissions;
8. Manage the project costs within the approved capital budgets, report variations and maintain proper record of payments and updated acquittals when required;
9. 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. All relevant activities on project works at the Western Division are completed and delivered effectively within the agreed timelines;
2. Compliance with applicable legislation, policies, procedures and service standards;
3. Timely submission of quality 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 4 years' relevant experience in a similar field;
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 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.