

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position	: Design Coordinator
Incumbent	: New Position
Division	: Estates & Facilities
Department	: Maintenance
Location	: Samabula
Reports to	: Director Estates and Facilities through Manager Engineering and Design Services Design.

2. PURPOSE

The Design Coordinator is responsible for maintenance and project planning works, Design documentation, scheduling tasks and review of scope, architectural designs and concepts in accordance to the Design guidelines and standards, and the national building codes and local regulatory requirements. Providing the administration and support function in drafting design and compliance of the University built environment.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Engineering and Design Services Design.**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
Draftsman (2)	N/A
Senior Architectural Technician (1)	N/A
Project Officer (2)	N/A

4. KEY ACCOUNTABILITIES

- The incumbent is required to coordinate with Project team, consultants, and engineers, and liaise with local authorities for lodgement of drawings and have ethical working relationship with Structural engineers and Architectural consultants.
- Prepare and develop short term and long-term maintenance plans for the division, tracking and monitoring project schedules and providing the project status report.
- Oversee and review the consultants' completed designs and drawings, and coordination of plans.
- Oversee design review process including schedule and budget and prepare design documentation and carry out quality checks as per the design process, including liaising and negotiation with clients and stakeholders.
- Monitoring of all design related work requests to ensure timely completion and timely reporting to Manager responsible on the progress.
- Maintaining Good Communications and Rapport with clients, contractors and suppliers.
- Implement design standards and procedures.
- Plan and design construction and building maintenance projects. Ensure that Construction and maintenance plans meet guidelines and specification of building code and the national regulations.
- Evaluate and recommend standards for appropriate building and Construction materials and monitor and plan the maintenance project schedules accordingly.
- Assist to prepare contract documents and review and evaluate tenders for building and construction projects.
- Report on the jobs progress and drawing completion. Assist with obtaining Client's approval on drawings. Prepare as built and verifying all relevant drawings and document reflects the modification at site.
- Prepare conceptual layouts for expansion or modification of existing facilities in accordance with the Client's requirement. Prepare drawings meeting compliance with Local Authorities requirements.
- Maintain Master documents electronic archive and do updates periodically.
- Manage and supervise Draftsman of the Division.
- Any other duties as assigned by the Manager Maintenance & Building Services.

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others :.....

7. QUALIFICATION and EXPERIENCE

Essential

- The incumbent should have at least a Degree in Civil or Architectural Engineering with at least 3 years of relevant work experience or Advance Diploma / Diploma in Civil, Building or Architectural Engineering with at least 5 years of relevant work experience.

Desirable

- Experience in managing design team

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



- The incumbent must be computer literate and have a sound working knowledge of Microsoft Office, Microsoft Visio, Project Management Software such as Microsoft Projects
- Experience in AutoCAD drawing production for Architectural and Structural engineering design projects
- Knowledge of Building Construction
- Knowledge and understanding of Health and Safety Requirements in relation to Fiji and Pacific Requirements.
- Excellent skills in communication at all levels and within diverse cultures.
- Ability to motivate staff.
- Ability to develop and assess scope of works for minor to medium works.
- Demonstrated experience in construction and architectural drawings, review of designs and planning details.

8. KNOWLEDGE & SKILLS

- Very good drafting and design skills
- Demonstrate strong customer service skills.
- Good oral and written English language skills.
- Ability to work under minimum supervision
- Good organizational skills
- Good Interpersonal skills – ability to put staff, clients and the public at ease in conversations
- Self-motivated
- A team player
- Flexible attitude to change in environment / work methods
- Able to work in a multi-cultural environment
- Able to work overtime if required
- Has strong attention to detail
- Results focused
- Committed to the organization

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Design team	Daily
Manager Maintenance & Building Services	Daily
Director Estates & Facilities	As when required

EXTERNAL	Frequency
FNU Clients	Daily / As when required

11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.