

**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	: Engineer
Grade	: 6
Incumbent	:
Division	: Estates & Facilities
Department	: Capital Projects
Location	: Samabula
Reports to	: <b>Director Estates and Facilities through Deputy Director Capital Projects</b>

**2. PURPOSE**

The Engineer is responsible for Construction, operational Capital and Building maintenance project from initiation, planning, Design documentation, execution, scheduling tasks and developing, review of scope. Coordinate and supervise operational capital and maintenance projects as per the consultant and Engineers report for compliance, and the supervision and monitoring of Contractors when required.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: **Deputy Director Capital Projects**

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
Project Coordinator & Project Officer (Clerk of Work) *1	N/A
*Project based	

#### 4. KEY ACCOUNTABILITIES

- The incumbent is required to coordinate with Project team, consultants, and engineers, and liaise with local authorities for lodgement of structural drawings for compliance, liaising with clients and have ethical working relationship with Contractors, Structural Engineers, Services Engineer and consultants.
- Undertaking technical and feasibility studies that include site investigation, analysing survey reports, maps and other data to plan/design of projects.
- Oversee and review the consultants' completed designs and drawings, and coordination of plans. Assist in compiling all Job Specification for review and evaluate tenders for building, construction, roadworks and other infrastructure projects.
- Consider the project cost, potential environmental hazards and other factors in planning stages and risk analysis.
- Compile and submit all relevant application documents to local government, and national regulatory for compliance with various regulations.
- Perform and oversee, material type and quality of building materials, assist in verification and testing of concrete, asphalt or steel use in particular projects.
- Provide cost estimates for materials, equipment or labor to determine a projects economic feasibility.
- Manage and supervise the construction and building maintenance projects ensuring that the schedule activities are performed in accordance with the plan and specification.
- Oversee, review and prepare design documentation and carry out quality checks as per the job specification, including liaising and negotiation with clients and stakeholders.
- Maintaining Good Communications and Rapport with clients, contractors and suppliers.
- Implement building design and structural standards and procedures.
- Plan and design construction and building maintenance projects with concepts and scoping works. Ensure that any construction and relevant maintenance works 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.
- Assessing the sustainability and environment impacts on project development and prepare of risk mitigation plans.
- Maintain Master documents electronic archive and do updates periodically.
- Any other duties as assigned by the Deputy Director /Director Estates & Facilities

## 5. KEY CHALLENGES

- Flexibility to outside normal operational hours (including weekends) as well as work in crises and emergencies.

## 6. AUTHORITY LEVEL

- |                         |     |
|-------------------------|-----|
| • Operating Expenditure | Nil |
| • Capital Expenditure   | Nil |
| • Others                | Nil |

## 7. QUALIFICATION AND EXPERIENCE

### Essential

- Degree in Civil/Structural, Mechanical, Electrical or Construction Management with at least 5 years of relevant work experience or Adv. Diploma/Diploma in Civil, Structural or Construction Management with at least 10 years of relevant work experience.

### Desirable

- Project Management skills and knowledge is highly desirable.
- 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

## 8. KNOWLEDGE & SKILLS

- The ability to think methodically and excellent problem-solving skills
- Ability to work to deadlines and within budgets
- Negotiation, supervisory and leaderships skill
- Excellent verbal and written communication skills
- Knowledge of national building code and relevant regulations.
- 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**

<b>INTERNAL</b>	<b>Frequency</b>
Estates & Facilities Staff	Daily

<b>EXTERNAL</b>	<b>Frequency</b>
Contractor	Daily

**10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS**

It is acknowledged and agreed that from time to time as a 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.