

Housing Authority

Position Description: ENGINEER



Position	GRADUATE ENGINEER
Incumbent	
Reports to	General Manager Land and Housing Development
Date	28/6/24

Reporting Positions

Manager Projects
Engineers

Purpose

This position directly reports to the Manager Projects & Engineers for the Authority's performance in the area of land and housing development, for planning, designing and implementing mixed development projects, such as affordable lots and houses for low income, middle and high income customers, including industrial, commercial etc.

Responsibilities:

The Job holder has the following responsibilities:

Principal Accountabilities:

- 1) Assist in the implementation, construction supervision, contract and project management of the Land & Housing Development projects.
- 2) Assist in the Contract Management, HA Project Personnel and Staff for daily effective operations of the project.
- 3) Assist in the effective Management of contract and construction issues, negotiate suitable outcomes and avoid contract disputes.
- 4) Assist in the delivery of projects to the quality, timelines, budgetary and production targets.
- 5) Assist in ensuring up-to-date project schedules and targets, and monitor progress utilizing appropriate project management tools.
- 6) Assist in the preparation and presentation of weekly and monthly progress reports to the senior and Executive Management, as well as the Board of Directors as and when required.
- 7) Assist in maintaining a good relationship with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives to ensure project deliverables are met.
- 8) Assist in preparing cost estimates and project finance plans where required.
- 9) Assist in Tender process and documentation
- 10) Assist in contract documentation
- 11) Assist in the Construction Supervision and Site management as necessary.
- 12) Assist External Consultancy Administration
- 13) Assist Engineer with Scheme Design Proposal
- 14) Assist Engineers with Engineering Design proposal
- 15) Any other jobs assigned by the respective Manager

Working Relationships**Internal**

Chief Executive Officer
Finance and Administration
Land and Housing Development

External

Consultants
Statutory Bodies
Stakeholders
Customers

Major Challenges

- 1) To ensure that the projects are completed within timeframe.
- 2) To ensure that there are zero complaints from stakeholders, landlords, tenants and staff with regards to compliance with statutory requirements and payment.
- 3) Maintaining all project sites hazard free and in compliance to OHS standard.
- 4) Balancing project work and attending to development complaints registered

Competencies, Experience and Qualifications

- 1) Have a recognized Degree in Civil Engineering with 1 to 2 years work experience or have a Diploma/Advanced Diploma in Civil Engineering with 4 years of experience with Construction and design focus.
- 2) Have good design knowledge and understanding of land development, civil engineering and infrastructure development, with demonstrated awareness of Fiji construction industry practices.
- 3) Have an understanding and awareness of relevant Australian, New Zealand and Fiji design, construction, planning and development Standards.
- 4) Possess a valid Fiji Driver's License.

Special requirements:

1. Demonstrated ability to think critically;
2. Good verbal and written communication skills;
3. Project management Experience
4. Ability to resolve conflict effectively;
5. Strong report writing skills;
6. Research skills,
7. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.
8. Being a member of a recognized professional engineering institution will be an advantage.
9. Have thorough knowledge and experience with Microsoft applications. Knowledge of specialist software will be an advantage
9. **Salary: Band 4 (\$23,721.00 to \$35,528.00)**