

# Housing Authority

## Position Description: ENGINEER



Position	ENGINEER
Incumbent	
Reports to	General Manager Land and Housing Development
Date	27/03/2023

### Reporting Positions

Land Management Officers  
 Technical Officer  
 Environmental Officer  
 Valuers  
 Survey Team

### Purpose

This position directly reports to the General Manager Land & Housing Development 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) Directly responsible for the implementation, construction supervision, contract and project management of the Land & Housing Development projects.
- 2) Manage contractors, sub-contractors, specialist suppliers, HA Project personnel and staff for the daily effective operations of the project.
- 3) Effectively manage contract and construction issues, negotiate suitable outcomes and avoid contract disputes.
- 4) Directly responsible for the delivery of projects to the quality, timelines, budgetary and production targets.
- 5) Assess and authorize within limits, all progress payments and variations, for projects and contracts managed.
- 6) Ensure Up-to-date project schedules and targets, and monitor progress utilizing appropriate project management tools.
- 7) Prepare and present weekly and monthly progress reports to the senior and Executive Management, as well as the Board of Directors as and when required.
- 8) Manage community complaints and issues in project areas and undertake appropriate mitigation and preventative actions.
- 9) Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives to ensure project deliverables are met.
- 10) Provide construction supervision, site management, engineering and technical support when required to Project Teams on construction quality control, contract management and design verifications.
- 11) Provide mentoring and guidance to junior staff.
- 12) Prepare cost estimates and project finance plans where required.

- 13) Assist in Tender process and documentation
- 14) Assist in contract documentation
- 15) Contract and Project Management
- 16) Construction Supervision and Site management as necessary.
- 17) External Consultancy Administration
- 18) Scheme Design Proposal
- 19) Engineering Design proposal
- 20) Preparation of Board Papers which concern LHD to the Board.
- 21) Scrutinizing potential interested Kit Homes providers

**Working Relationships**

**Internal**

HA Board  
 Chief Executive Officer  
 General Manager Finance and Administration  
 General Manager Land and Housing Development  
 General Manager Credit Management & Lending  
 General Manager Public Rental Board  
 All Managers

**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 3 years work experience or have a Diploma/ Advanced Diploma in Civil Engineering with 7+ 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 a thorough 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 5 (\$37,491 - \$56,236)**