

REF: 624 REGISTERED SURVEYOR

(NATIONAL OFFICE)

Purpose

The role is responsible for ensuring that all WAF surveying work and information are accurate and up to date. Moreover, where verifications are required, the incumbent documents these and ensures the information is accurate and up to date. This position reports to the Design Engineer.

Principal Accountabilities

1. Effective management of WAF's Surveyor function

- Timely and effective delivery of technical and expert survey outcomes and advice provided to the Planning and Design engineers and Team.
- Thorough consultation with the engineers and managers prior to project (in-house and outsourced) execution is ensured
- Timely and effective delivery of survey outcomes ensured. These include but are not limited to:
 - Certify Surveys for PSIP Cases
 - Certify As Built Surveys
 - Certify Easements Surveys of all WAF'S Water & wastewater pipeline projects
 - Land Transfer Surveys for Tasman Reservoirs Tanks-10 sits
 - Surveys of WAF Assets
 - Land Transfer Surveys
- All mandatory procedures compliance requirements complied with during survey delivery and all works executed successfully until completion
- Supervision and training effectively conducted for Survey Team
- Registration of all WAF property completed and proper documentation stored appropriately
- Good survey practices, rules and regulations developed and introduced
- Relevant capital projects effectively supervised, monitored and reported

2. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making

- Ad-hoc information request by superiors addressed in a timely manner

3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by Design Engineer effectively and efficiently addressed

4. Occupational Health and Safety compliance

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbents supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Comply with any direction given by Water Authority of Fiji or one of its Responsible Officers with respect to any health and safety matter under current Safety acts and regulations adhered

5. Organisational Values upheld and practiced

- Ensure support provided towards aligning deliverables to organisational values and strategic directions
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Knowledge & Experience

- Degree in Surveying
- Must have a vast experience in engineering survey and cadastral survey.
- Experience in GIS tools and Software and be able to implement modern survey.
- Able to use software like AutoCAD, Civil 3d, Lesi Cad and 12d etc.
- Good English Communication skills
- Ability to build & maintain good relationship with other stakeholders.
- Good understanding of cultural protocols
- Ability to work effectively within a Team
- At least 10 years of surveying experience and minimum of 5 years of experience as a Registered Surveyor

Skills & Abilities

- Achieve or exceed performance targets by facilitating the work and motivating and guiding the work group.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability.
- Address the wider implications, consequences or causal relationships in a non-routine problem
- Monitor employee development and align training and development to meet the organisational goals.

Remuneration

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied. **INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.** Applications should be marked “Confidential REF: 624 – Registered Surveyor (National Office) and should be received no later than 27 September 2019 and could be:

Mailed to:

The Manager Human Resources or
Water Authority of Fiji
P O Box 1272, Suva.

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building
Corner Wainivula & Kings Road Nasinu.