



## Job Description

<b>Job Title</b>	Senior Technical Officer- Infrastructure
<b>Position Grade</b>	3B
<b>Business Unit</b>	Projects & Development
<b>Reports to</b>	Project Manager
<b>Location</b>	Lautoka

### Job purpose

To provide technical input to Capital Projects, Infrastructure, Major/Minor Upgrades and/or equipment upgrade and ensure that all projects related work are in accordance with all relevant codes, standard industry best practice, and/or delivered successfully within timelines with best value for money, growing the Portfolio and in the best interest of the Fund.

### Duties and responsibilities

#### 1. Technical – Core Role (Infrastructure)

- Manage, administer contracts, and monitor programme and construction works carried out, minor, major or capital works.
- Provide technical advice on the Funds Infrastructure and also give recommendation.
- Assess status of Infrastructure.
- Assist with Tender evaluation and assessment.
- Prepare scope of works, for Consultants Terms of References (TOR), for Capital works.
- Undertake review and coordinate with the Consultants on the design and documentation.
- Manage and monitor progress in accordance to works programme.
- Ensure Quality Assurance/Quality Control (QA/QC) and compliance of works carried out are in accordance with the relevant codes.
- Document all risks related to the project.
- Compile regular risk mitigation plans and submit monthly risk report to Investment risk team through PM.
- Deliver all assigned project works within the agreed timeline and budget.
- Draft contract for all suppliers and vendors selected for the project.
- Administer contract and ensure all works and deliverables are aligned to the Contract.
- Manage Post contract and ensure all defects are successfully rectified.
- Provide regular report to FNNP Project Manager on the progress of ongoing projects and also report on all issues.

## **2. Technical – Supportive**

- Assist Projects team with technical works, supervision and monitoring as and when required.
- Provide technical expert advice on issues related to key Infrastructure
- Provide value engineering input during team review of Capital works as per the capital works policy.
- Provide technical support and assistance to Properties and Maintenance officers.

## **3. Administrative & General**

- Respond to and draft all types of technical and contractual correspondence.
- Prepare internal memo and correspondence.
- Liaise and manage relationship with government authorities, service providers, consultants and contractors.
- Negotiate all contracts and extract value to client.
- Perform any other duties as assigned by the Project Manager.

## **Education & Experience**

- Bachelor of Mechanical Engineering, Structural and/or Civil Engineering.
- Minimum of ten (10) years' relevant work experience and project management for building construction projects.
- Effective delivery of multiple complex projects around operational infrastructure
- Knowledge and practical experience with construction, program monitoring, tracking and projects supervision.
- Knowledge of Building Codes and AS/NZS standards for building and construction.
- Must have a valid group 2 driver's license.

## **Key Competencies**

- Project Management Knowledge and expertise
- Knowledge on assessing building infrastructure and major equipment
- Knowledge and experience in formulating maintenance program and monitoring
- Professional and Customer service attitude.
- Good organization, communication and administration skills
- Good oral, written and interpersonal skills.
- Ability to perform under pressure.
- Able to work with people at all levels.
- Ability to prioritize work assignments and adapt to changing priorities.
- Professional attitude, appearance and demeanor.
- Proficiency in Microsoft Programs.
- Proficiency in Microsoft Programs and AutoCAD.
- Proficiency in Microsoft Projects and ability to read and translate drawings.
- Problem solving ability-Developing creative, innovative and practical technical solutions.
- Excellent written, verbal communication and organizational skills.
- Multi-tasking and time management skills, with the ability to prioritize tasks.
- Must demonstrate and uphold the Funds Core Values and Vision.

## **Reporting Structure**

*Direct Reports:* None

*Indirect Reports:* None

## **Working conditions**

The incumbent may be required, to from time to time, to work late hours and/or during weekends, including travelling to other FPNP Branches, Agencies, Properties and/or Project Sites for inspections, monitoring and/or developmental purposes subject to approvals with allowances entitlement under the funds policy.