

MOHMS-P 17/2020



ROLE DESCRIPTION

CLERK OF WORKS – ROTUMA HOSPITAL

Corporate Information

Role:	Clerk of Works – Rotuma
Level:	Band F
Salary:	\$28,883.00 per annum
Appointment Type:	Project Position
Location:	Rotuma Hospital
Unit/Division:	Asset Management Unit
Reports to:	PAS (AMU)
Duration:	6 months (01/11/2020 – 30/04/2021)
Subordinates:	Nil

Position Purpose

The position contributes to assist the project manager in daily monitoring of the construction works for the specified project including weekly reporting on progress of works.

Key Responsibilities:

The position will achieve its purpose through the following key responsibilities;

1. Oversee the construction works and ensure that the works are delivered according to agreed plans and in compliance with construction drawings, specifications and contract;
2. Monitor progress of site construction works and provide progress reports to client, project administrators and consultants on a weekly and monthly basis.
3. Identify environmental risks and ensure compliance to Department of Environment's Environmental Impact Assessment guidelines and conditions;
4. Ensure strict compliance to OHS on-site and report on issues of non-compliance;
5. Record and maintain an attendance register for construction personnel on-site on daily basis;
6. Ensure proper record keeping of concrete supply incoming/outgoing trucks including concrete slump testing and frequency of concrete cylinder testing; and material supply vehicles/vehicles incoming/outgoing.
7. Recording of general recording of material supply vehicles/trucks incoming/outgoing;
8. Participate in the corporate activities of the Ministry including planning and administrative duties.

Key Performance Indicators

Performance will be measured through the following indicators:

1. All construction works completed in accordance with agreed plans and meet the required compliance standards.
2. Construction work progress reports are submitted by the agreed due dates in accordance with reporting standards.

3. Work place is compliant with OHS regulations and the Department of Environment's EIA Guidelines and Conditions.
4. Records of concrete supply, concrete slump and cylinder testing, including material supply are maintained and updated on regular basis.
5. Active participation in the corporate activities of the Ministry as and when required.

Person Specification:

In addition to a Diploma in Civil Engineering, or Architectural Engineering or similar, the following Knowledge, Experience, Skills and Abilities are need to carry out the duties of the post.

Knowledge and Experience

1. At least 5 years working experience in a similar role
2. Proven experience in preparation of scope of works and be conversant with the local building industry practices
3. Sound knowledge and experience in the application of Fiji National Building Code Regulations, by-laws and standards including OHS at the work place and managing environmental risks.
4. Sound experience in working with contractors and relevant stakeholders within and outside of Government.
5. Good understanding of finance and procurement policies & regulations and relevant employment regulations, policies and Acts.

Skills and Abilities

1. Demonstrated ability to meet strict deadlines with minimum supervision.
2. Possess strong analytical and computer skills especially with MS Word and Excel. A working knowledge of AutoCad would be desirable.
3. Good written and verbal communication skills with an attention for detail and accuracy in report writing.
4. Ability to travel extensively and work extensive hours (including of Weekends & Public Holiday) when required.
5. Demonstrated ability to work as part of a dynamic team.
6. Service oriented approach with a commitment to supporting the corporate environment of the organization

Personal Character & Eligibility:

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants