

## LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION		
<b>POSITION:</b> MANAGER PROJECTS	<b>DEPARTMENT:</b> TECHNICAL	<b>ISSUE DATE:</b> April 2014 Revised 01 date: August 2018 Revised 02 date: December 2021

INCUMBENT	<b>Vacant</b>
DIVISION	<b>Land &amp; Housing Development</b>
REPORTS TO	<b>General Manager Land &amp; Housing Development</b>
DATE	

### **Organizational Environment:**

#### **Role of Organisation:**

The purpose of Housing Authority is to develop and produce affordable lots and mortgage financing with attractive loan packages on a competitive basis to all customers with special focus on low-income earners.

#### **Role of Division:**

The Land & Housing Development Division is responsible for the Acquisition, Subdivision and the Production of Homes / Housing Units.

#### **The Core Activities include:**

##### **Land development/house construction**

- Development of land.
- Construction of houses.
- Production of fully serviced lots
- Property management.

#### **Role of Department:**

The department is responsible for the sub-division planning, approval of housing schemes and engineering plans, development for scheme plans, and the constructions of subdivisions, maintenance of all HA offices and the strata schemes within the time frame and budget allocated.

#### **Role of Section:**

The section is responsible for the overall planning, development and construction of subdivisional projects for HA.

### **Primary Purpose:**

This position directly reports to the General Manager, Land and 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.

### **Position Dimension:**

**Finance:** as allocated for each projects

**Staff: Direct:** 8

**Indirect:** other departments in the division

**Asset:** Accountable for all machinery used for work in the field and in office sites.

### **Nature & Scope:**

#### **Interpersonal Relationship:**

The position is a managerial one and will be part of the management team for HLD

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**Internal:**

Chief Executive Officer  
General Manager Land and Housing Development  
General Manager Finance & Administration  
General Manager Customer Relations  
General Manager Lending  
Manager Technical Services  
Manager Human Resources & Training  
Legal Counsel

**External:**

Local Authorities [Towns/City Councils]  
Director of Lands  
i-Taukei Trust Board  
Methodist Church of Fiji  
Registrar of titles  
Others

**Reporting Requirements:**

The Position shall report directly to the General Manager Land & Housing Development who will allocate and supervise his tasks.

**Reports submitted to supervisor:**

Weekly/Monthly activities conducted by Team

**Role of subordinates (if they exist):**

As described in their respective position descriptions.

**Decision Making:**

- 1) Ensure that all construction schemes are aligned to all statutory requirements.
- 2) Ensure a project is completed by the team within the timeframe.
- 3) Ensure that expenses are within budget allocated.

**Challenges:**

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

**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.

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- 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.

### **Additional Responsibilities:**

- 1) Review reports, plans, designs, drawings, documents & submissions by external parties, consultants or in-house design team.
- 2) Represent the Authority in all community meetings and dealings during construction phase.
- 3) Assist Manager Technical Services with Department and Organisational activities and responsibilities.

### **Knowledge, Skills and Experience:**

#### **Knowledge:**

- 1) Possess excellent design and construction knowledge of sustainable practices, geotechnical, civil infrastructure, structural and material technological advances and current standard practices.
- 2) Have thorough knowledge and experience with Microsoft applications. Knowledge of specialist software will be an advantage.
- 3) Be able to demonstrate knowledge and awareness of appropriate legislation and codes.

#### **Skills:**

- 4) Be innovative, result-oriented, and a strategic and independent thinker.
- 5) Possess excellent interpersonal & communication and negotiation skills.
- 6) Be a team player with strong leadership skills.
- 7) Being a member of a recognized professional engineering institution will be an advantage.

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### **Experience:**

Have a minimum of three (3) years Fiji experience, in land development, civil engineering and infrastructure development, with demonstrated awareness of Fiji construction industry practices.

### **MQR:**

- 1) Have a recognized Degree in Civil Engineering with Civil/Structural Design and Construction focus.
- 2) Have a minimum of ten (10) years Fiji experience, in 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.