Fiji Roads Authority

JOB DESCRIPTION

Position Title:	**Graduate Technical Audit Engineer**
Location:	Central Division – Suva – Fiji
Reports to:	Technical Audit Engineer

Objectives:

The primary objective of this role is to support professional engineering and technical review of a broad range of Infrastructure activities and technical auditing works. This may involve supporting coordination, engineering and operational works including technical auditing and coordination of roads works, ports, street, traffic control, lights, health and safety, quality and other FRA projects and programs.

Duties and Responsibilities:

The Graduate Technical Audit Engineer (GTAE) will support the day to day site coordination of the infrastructure/civil works, assist with technical audit queries, inspection of works and the engineering, health, safety, environmental and quality objectives of projects.

Responsibilities include:

- Perform technical audit procedures, this will include identifying and defining risks, reviewing audit criteria, analyzing and documenting processes and audit evidence.
- Assist with interviews of staff being audited and prepare working papers for review.
- Document audit recommendations using independent judgment.
- Assist the Technical Audit Engineer and Head of Technical Audit in communicating the results of the audit via written reports to management.
- Develop and maintain productive client relationships through individual contact and group meetings.

- Perform related technical audit work as assigned by the Technical Audit Engineer.
- Assist Technical Audit Engineer in evaluating financial, information systems and controls to ensure system reliability and data integrity.
- Examine records and interview staff to ensure recording of transactions and compliance with laws and regulations.
- Assist with the production of up-to-the-date information, using internal computer systems, to allow management to base decisions on actual data.
- Ensure compliance with health and safety requirements
- Assist with the implementation of the FRA business plan
- Assist with the implementation and management of technical controls for all documented processes
- Perform any other duties as directed by the Manager, Head of Department or CEO.

COMMON ACCOUNTABILITIES

Compliance

- Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law;
- Ensure that all actions are within such powers as may have been delegated by the Authority.
- Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make;
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an Operations Recovery Plan.

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Organisational Performance

Promptly furnish complete and accurate financial and non-financial performance results (against such of the performance targets listed in the Asset Management Plan, Corporate Plan and SOI as they relate to the Officer's particular area of responsibility) whenever required – but especially for updates of the Asset Management Policy, Asset Management Strategy, Asset Management Plan, Corporate Plan, and SOI and for the regular progress reports throughout the year, the Half Yearly Report and the Annual Report.
Note: A named position will be allocated responsibility for each performance target.

General Management

- In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;
- Protection of the Authority's intellectual property rights;
- Protection of the Authority's reputation;
- Good public relations.

Personal Performance

- All assigned tasks are completed professionally and within specified timeframes
- High quality of customer service evidenced
- High level of participation and commitment to team outcomes
- Confidentiality is maintained
- All liaison carried out in a professional manner being a positive ambassador for FRA
- FRA's policies and procedures are followed
- Other targets as outlined in the Performance Review are achieved
- Willingness to improve skill and knowledge levels in fields relevant to the department's requirements

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The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities in March each year– following submission of the Annual Report to the Minister (in March):

The Works Superintendent will appraise the Technical Audit Engineer which will be reviewed by the Head of Technical Audit.

Mandatory Requirements:

- A Bachelor's Degree in Civil Engineering
- 0 - 3 years' work experience in the related field
- Experience with design, earthworks, infrastructure works, roadway/highway works, underground structures and bridges is advantageous.
- Experience working on multi-phase infrastructure projects would be beneficial
- Basic knowledge of Project Scheduling tools
- Flexibility of working location
- Eye for accuracy and detail
- Ability to work under pressure and meet targets and deadlines
- Able to respond effectively to changing priorities
- Proficient with MS-Office in particular MS Project;
- Valid Group 2 Driving license