
Position Description

Vacancy Title: **Chief Executive Officer**

Location: **National Office**

Reports To: **None**

Objective

The Chief Executive Officer will be responsible for directing and providing leadership for the overall operations of Water Authority of Fiji (WAF) and implementing the vision and strategic priorities for WAF. The incumbent will also be accountable for driving a customer focused culture as well as managing relationships with various stakeholders to ensure WAF meets its strategic objectives. This position is accountable to the WAF Board of Directors (Board).

Outcomes

Capital Stakeholders (Owners)

1. Well-informed Board, Government and funding stakeholders

- Timely and quality strategic support, advice and recommendations provided to the Board of Directors
 - Key partners and shareholders are informed and confident in their dealings with WAF
 - Trusted, cordial and effective working relationships with Government, private and public sector partners and stakeholders established and effectively managed
 - Point of contact for important shareholders provided, in line with good governance principles and practice
 - Board reporting is timely, accurate, complete and presented in a professional manner
 - Performance against corporate targets reported
 - Board reporting facilitates and ensures robust discussions as well as well-informed decisions
 - A high level of confidence in the accuracy and integrity of the reporting is ensured
 - Stakeholder expectations, with respect to reporting, effectively managed and successfully addressed
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2. Stakeholder Management ensured

- Provide timely and quality strategic support, advice, and recommendations to the Board of Directors.
 - Establish and manage trusted, cordial, and effective working relationships with Government, private, and public sector partners and stakeholders.
 - Ensure timely, accurate, and complete Board reporting that facilitates robust discussions and well-informed decisions.
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Organisational Stakeholders

1. A strategically focused organisation

- Enhance and Expand the Fiji Water Sector Strategy 2050:
 - Refine and Enhance: Continuously improve and expand the Fiji Water Sector Strategy 2050 to ensure it remains relevant and effective in addressing emerging challenges and opportunities in the water sector. This involves incorporating feedback from stakeholders, integrating new technologies, and aligning with global best practices.
- Develop a Rolling 5-Year Plan: Create a dynamic and adaptable rolling 5-year plan that is derived from the overarching 2050 strategy. This plan should outline specific, actionable steps and milestones to be achieved within each five-year period, ensuring that the long-term vision is systematically pursued and realized.
- Strategic Planning and Infrastructure Development:
 - Oversee the planning and strategic development of water services master planning and infrastructure delivery.
 - Lead long-term strategic planning and manage a water infrastructure program focused on delivering cost-effective returns on investment while enhancing the lifecycle and performance of both new and existing water assets.
- Refine and improve the working relationship with critical Ministries and other bodies like FRA, EFL, and large developers.
- A 5-year rolling strategic plan developed under the leadership of the Board and successfully implemented. Strategic Plan is:
 - comprehensive and aptly captures relevant/realistic strategic objectives including but not limited to:
 - water and wastewater standards and infrastructure development
 - financial planning and management including tariff review, long term financial sustainability and business continuity
 - human capital management and development
 - policy and corporate governance
 - appropriately aligned to master plans
 - includes innovation, process modernisation and re-engineering goals to achieve operational and cost efficiencies
 - captures the views of WAF's line ministries and key stakeholders
 - supported by appropriate OPEX and CAPEX forecasts
 - duly endorsed by the Board
 - supported by an effective monitoring and evaluation mechanism, such as a corporate performance measures, to ensure achievement of objectives within specified timeframes.
- Comprehensive and relevant Plans including but not limited to the following developed in alignment with WAF's Strategic Plan effectively monitored, reported and duly endorsed by the Board:
 - Corporate Plan which shall include the Corporate Intent
 - Corporate Risk Management Plan
 - Human Capital Management and Development Plan
 - Strategically focused asset management plan developed in line with master plans and WAF's Corporate Plan
- Asset Management ensured
 - Address the ageing assets of WAF by delivering asset renewal and refurbishment sub-programs within the overall capital plan over the next 30-40 years to prevent escalating failures.
- Contract Management effectively monitored
 - Procure all construction and major maintenance tasks by contract, often with ADB and other funding.
 - Understand how to use FIDIC contracts and manage the expectations and processes of contracting and funding parties under FIDIC arrangements.
 - Manage complex contract variations with careful judgement.
- Annual operating (OPEX) and capital (CAPEX) expenditure budgets are relevant, feasible, developed in a timely manner and achieved
 - Annual OPEX and CAPEX plans prepared, presented to the Board and line ministries for comments and duly endorsed for implementation
 - Annual budgets aligned to strategic plan forecasts
- Commercial viability effectively managed and strengthened
- Performance-driven culture established and continuously strengthened, including through an effective Performance Management System
- WAF's regulatory framework including policies, Standard Operating Procedures maintained and up to date
 - WAF regulatory framework fully aligned to all legislative requirements and international water and wastewater standards
- WAF's corporate image effectively monitored and maintained
- Ensure commercial viability and performance-driven culture.
 - Sound Corporate Governance:
 - Support the Board in determining WAF's strategic direction and ensuring due diligence
 - Effective Leadership, monitor and manage annual OPEX and CAPEX budgets.
- Public understanding of WAF promoted and strengthened through effective public relations and community engagement strategies.

2. Sound Corporate Governance effectively supported

- Timely, quality, relevant and compliant assistance provided to the Board, in, but not limited to the following areas:
 - Determining WAF's values, mission, vision and short, medium as well as long term goals
 - Articulate its (i.e. the Board's) role and accountabilities and that of its subcommittees and individual members
 - Facilitating relevant independent performance evaluation of the Board
 - Focusing Board attention on long-range strategic issues
 - Monitoring and evaluating WAF's relevancy to the community
- The Board's due diligence process effectively managed to ensure timely attention to core/critical matters

3. Effective and strong leadership in organisational development and growth

- Annual approved OPEX and CAPEX budgets effectively monitored, managed and achieved
 - Timely PSIP submission and achievement of full PSIP request ensured
 - Timely and robust acquittals for PSIP funds ensured
- Effective oversight of all WAF activities and management of day to day operations delivered ensuring a smooth functioning, efficient and fully compliant organisation
 - Operational challenges and opportunities effectively addressed and, where relevant, brought to the Board's attention for deliberation and endorsement
- Organisational change management, innovation and continuous improvement in systems, work processes and practices effectively led to achieve the highest level of customer satisfaction
 - Customer centered/focused organisational culture continuously strengthened
- Annual operational activities fully compliant with WAF Promulgation, Government and Board policies and all legal and regulatory requirements
 - Statutory filings are timely, accurate and complete at all times
- Timely external audits and completion of annual audited financial statements for submission to Government ensured
- Policy making/enhancement effectively led in consultation with the Board and executive management
 - Best practices and standards applicable to WAF as well as controls, systems and procedures continuously introduced and/or strengthened to elevate WAF's quality and service delivery as well as its reputation in the South Pacific
 - Effective monitoring and evaluation mechanism for policies, standards, controls, systems and procedures developed and implemented to ensure quality and relevance are maintained at all times
- Technology-driven growth in WAF services to customers ensured
- Growth in WAF's contribution to the Fiji economy ensured
- Cooperative relationships that assist in the achievement of WAF strategic objectives effectively initiated, developed and maintained
- Effective high-level advocacy delivered within the public and private sectors for issues/opportunities relevant to WAF, its services and responsibilities
- Proper representation of WAF to the community ensured.

4. A statutory and operational compliant WAF

- Statutory compliance maintained at all times, including compliance with the WAF Promulgation and relevant Act (s)
 - Timely statutory reporting and filing delivered
 - Other Acts and regulations including Occupational Health and Safety (OHS) Act and Labour law and regulations fully understood within WAF and fully complied with
 - Well developed WAF procedures and guidelines ensure operational compliance at all times
 - WAF policies and procedures continuously reviewed and refined for relevance
- Effective risk, compliance and internal audit function developed and continuously strengthened
 - Independence of WAF's internal audit function safeguarded/ensured
 - Internal audit issues effectively resolved in a timely manner.

5. Leadership in human capital management

- Effective organisational structure which is aligned to WAF's strategic objectives maintained at all times
- Productive workforce developed
 - WAF's recruitment, training, coaching and mentoring aligned to strategic goals and needs
 - Appropriate/relevant staff training and development supported
 - Skills gap effectively addressed
 - Staff satisfaction, retention, motivation/empowerment optimised
- Effective/strong working relationships established with all staff
- Robust Performance Management System and appropriate performance measures established, effectively monitored and achieved
 - Effective/innovative rewards and recognition incentives reviewed and endorsed (where feasible)
- Robust succession planning framework for key positions established, implemented and monitored
- Human capital management policy framework developed, implemented and continuously strengthened in alignment with relevant laws and regulations

6. Financial Acumen and Profit/Loss Responsibility

- Demonstrate strong financial acumen with profit/loss responsibility experience exceeding FJD \$280M.
- Develop and gain approval of the annual budget, business plan, and funding plan.
- Implement the annual budget and plan across WAF as close to the target as possible.
- Develop and implement the annual capital investment plan to match the capital allocation from the Government as closely as possible.

7. WAF leadership, image and values promoted and demonstrated at all times

- Professional relationship and effective leadership of the management team established and strengthened
- Integrity, ethics and honesty engendered
- Organisational values and good corporate and governance practices fully complied within delivering outcomes
- Board and the Executive Management effectively supported/assisted in the following areas:
 - Review, implementation, modelling and promoting the vision, mission and strategic objectives of WAF
 - Influencing and inspiring others to share the ownership of WAF vision, mission and strategic objectives
 - Creating an environment conducive for the achievement of strategic direction
 - Supporting the drive for ethical practices into WAF processes
 - Backing the drive for the development of WAF employees to achieve quality outputs
- Positive corporate image and effective delivery of information, including through WAF internal & public forums effectively contributed to

Product's Stakeholders

1. WAF projects successfully achieved

- Investment/funding for master plan outcomes secured, effective monitoring and successfully implementation of master plan outcomes within the required budget and quality standards ensured
- Strategic selection of capital projects to maximise benefits to the community and property developments effectively delivered
 - Selected capital projects are duly recommended to and endorsed by the Board for implementation
- All stakeholder interests effectively managed (including Government and customers) via:
 - Robust consultation and engagement
 - Effective complaints management
 - Readily available relevant information about WAF services and projects
- Improved corporate image, positioning and acceptance by stakeholders, including customers, achieved
- Project managers/contractors are of high technical competence and integrity
- Effective and timely contribution to water and sewerage related regulatory framework for Fiji ensured
 - Quality technical advice provided to government with respect to Fiji's water and wastewater infrastructure.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Global Environment	Respond to globally driven changes in the organisation's environment.
Technology Application	Apply technology.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Engineering	Relevant engineering field including but not limited to Civil and Water Management
Desirable		

Qualification	Discipline	Notes
Higher Degree incl. Post Grad Cert or Dip	Business and Management, Engineering or other water/wastewater management related discipline	

Work Knowledge and Experience

Extensive engineering and technical experience, at a senior management level, of delivering end to end water or wastewater capital works project whilst working for a water, sewage or utilities company, international project management or consultancy companies or water concessionaires

Track record as a strong leader and change manager with proven experience in securing strategic partnerships, business planning, people and financial management

Demonstrated experience in strategic planning and human capital management

At least 10 years' experience in a senior management role

Excellent communication, interpersonal and influencing skills to build strong relationships, foster stakeholder engagement, create new partnerships and drive a customer service culture of excellence and innovation

Strong business skills and commercial acumen with the capability to drive business growth including achieving results and targets

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Executive Management (CEO, CFO, COO, GMs)	
	Board of Directors	
	All WAF staff	
External		
	Regulators	
	Statutory Authorities	
	Customers	
	Suppliers	
	Consultants	
	Agents and stakeholders	
	Regional and local institutes	
	International agencies and partners	
	Government Ministers and ministries	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Challenger	Queries, tests information/beliefs and provokes thought.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Acts and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Application must be submitted online by accessing the following URL: <https://jobs.hrmonise.com/details/3573/waf/ceo> with your letter addressing the critical outcomes and CV which must include details of 3 non-related professional referees

Contact for Enquiries

Contact Name: Elizabeth Cama

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Closing Date: 04 Feb 2025