

Position Description

Vacancy Title: **Technical Quality Assurance Assistant v4.00**

Location: **Suva**

Reports To: **Operations Manager (v 1.00)**

Objective

Responsible for ensuring that all work undertaken by FSHIL meets the required quality, OHS and environmental standards across welding, fabrication, fitting, machining, plumbing, painting and related disciplines. This role is pivotal in ensuring jobs are completed "right the first time" to eliminate costly rework, avoid unnecessary overtime, and support FSHIL in meeting its production schedules and revenue targets. The role also provides independent assessment and reporting on the technical skills, work quality, and leadership performance of foremen and leading hands to assist management in driving continual improvement.

Outcomes

Organisational Stakeholders

1. Effective assistance provided in quality inspections and control

- Conduct inspections of work in progress and completed jobs in welding, fabrication, fitting, machining, plumbing and related areas
- Weld & Fabrication tests - To determine if the weld and fabrication is of suitable quality for its intended application
- Fitting and machining tests – to determine if the fitting and machining is of suitable quality for its intended application.
- Verification - issue test certificates and results of test
- Atmospheric Tests (gas tests) - a) Evaluation of hazards of the permit space and verification that acceptable entry conditions into that space exists
- Undertake Pressure tests i.e. valves, tanks, pipes etc. - write report and checklists
- Verify that all work complies with master & detail schedules, specifications, and quality standards before submission to customer
- Document and report any defects, non-conformities, performance of employees, deviations from standards to Management.

2. Effective assistance provided to assess the performance of foremen and leading hand

- Independently assess the technical performance, adherence to quality standards, and leadership capability of middle management staff particularly foremen and leading hands.
- Provide written reports to management highlighting:
- Strengths and areas for improvement in technical competence of operational staff.
- Effectiveness in supervising and guiding operational staff.
- Impact of their performance on the job quality, discipline, timelines and rework tasks.
- Recommend training, coaching or corrective actions to improve team efficiency and workmanship.
- Use and quality of assets required for production.
- Housekeeping standards and overall hygiene at FSHIL.

3. Implementation & Monitoring of Quality Standards:

- Support the Assistant Quality Assurance Officer in:
- Interpreting and implementing quality, OHS and environmental standards.
- Evaluating the adequacy of quality assurance measures.
- Monitoring risk management activities.
- Testing and inspecting standard operating procedures for compliance with ISO requirements.
- Evaluate audit findings and ensure corrective actions are implemented.

4. Report detailed analysis, and continual improvement:

5. All departmental quality objectives addressed and completed in a timely and efficient manner:

- Assist in compiling, reviewing and submitting monthly quality reports.
- Maintain up-to-date SOP's, policies, operational records, and filing systems in compliance with company policy.
- Ensure departmental documents are uploaded to the company intranet page accurately and on time.
- Respond to customer queries on quality matters promptly and professionally

6. FSHIL reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
- Deadlines and service level agreements met at all times
 - High ethical standards met at all times
 - Excellent teamwork aimed to achieve business outcomes efficiently and effectively
 - Organization's efficiency and improved productivity supported
 - Process/systems improvement initiatives;
 - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

7. The organisation's image and value standards demonstrated and upheld at all times

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
People	
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Engineering, Business and/or management, Trade Certificate or Certificate IV in Welding & Fabrication	

Work Knowledge and Experience

Minimum of 5 years of experience in Quality Assurance and working in an ISO 9001 QMS Certified Company.

At least 5-years experience in similar role in a ship repair and heavy industry environment.

Demonstrated experience in welding, fabricating, machining, fanning, plumbing and other trade disciplines.

Strong computer skills including Microsoft Office, QA applications and databases Some knowledge on QMS and ISO

Demonstrated knowledge of relevant regulatory requirements preferably in the Maritime Industry.

Requirements

Language Proficiency
Excellent command of English
Language Proficiency
Good Interpersonal Skills

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
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No interactions found.

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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Initiative	Takes action 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

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Contact for Enquiries

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Further Contact Information: —

Closing Date: 30 Aug 2025