
Position Description

Vacancy Title: **Manager Land, Buildings and Fleet**

Location: **Ranadi**

Objective

The role provides the overall leadership, management, planning and ensuring the efficient operations of Solomon Power's Lands, Buildings and Fleet Department. The role ensure efficient and effective management and administration of Solomon Power's land requirements from identification, acquisition to registration. Also ensures the effective and efficient management and administration of Solomon Power's Buildings (Operational and Non-Operational) from general maintenance, project planning, implementing, and evaluating projects/programs, activities and practices. The role provides the general updates/reviews of the relevant policies and procedures such as the Solomon Power Land Access Strategy & Policy; the Housing Policy and their associated processes. The role also ensures effective management and planning of Solomon Powers Fleet working with the responsible officer to ensure the continuous maintenance and upkeep of all vehicles. The role reports to the General Manager Corporate Services.

Outcomes

Organisational Stakeholders

1. Effective overall leadership and management of the Lands, Building and Fleet Department

- Ensure to provide support to the General Manager Corporate Services and SP Executive to implement the relevant strategic goals of the organisation
- Ensure to provide the relevant support to the General Manager Corporate in terms overall planning of the Divisions overall Annual Objectives and Departmental Performances.
- Ensure to provide day-to-day leadership, guidance and general management of the Lands, Building and Fleet Department making sure that the human resources are delivering the mandate of the department.
- Ensure to develop Department's operational and capital budgets, implemented and managed

2. Effective land management services

- Solomon Power interests in land and leases managed
- Ensure compliance to land relevant policies and procedures in all land related tasks/projects.
- Ensure to undertake land needs analysis, assessments and report on outcomes are conducted to address SP land requirements
- Asset management registers include asset registers, condition assessment register, tenancy register developed, maintained, monitored and reviewed
- Asset management plans covering strategic needs assessments and acquisitions and disposals developed and executed
- Risk assessment of portfolio conducted under supervision and plans to safeguard Solomon Power assets implemented
- Operational contract management
 - all relevant property contracts in accordance with Solomon Power policies investigated, established, negotiated and managed
 - depository for maintenance, security, cleaning and services contracts for Solomon Power properties built and maintained

3. Effective leadership shown through Team and people management

- Leadership provided to the teams within the Department supporting team effectiveness and individual growth
- Manpower requirements assessed ensuring the teams within the Department have the right skill mix for the effective delivery of tasks
- Team and individual performance managed from setting targets and goals, continuously managing and accessing performance of team leaders and members, providing feedback and coaching and performance and behavioural improvement interventions
- Training learning and development needs of team members analysed, planned and executed
- Timely intervention taken and corrective actions for performance and behavioural shortcomings in a respectful and dignified manner

4. Efficient and effective management of Solomon Power Non-Operational Buildings (Staff housing)

- Solomon Power's residential housing portfolio managed
- Acted as the Secretariat of the appropriate Solomon Power unit that allocates housing in accordance with policy including the prevailing Housing Policy & execute its resolutions and decisions
- Occupancy of Solomon Power properties optimised in accordance with Solomon power corporate objectives, direction, return on investment, recruitment and retention strategies & operational plans
- Prevailing rental rates in the local housing markets Solomon Power has a presence/will have a presence in established and recorded
- Internal checks and controls including those for rental allocations improved, implemented and managed
- Residency agreements with residents in Solomon Power residential houses developed and managed
- Solomon Power rules for Solomon Power residential housing estates are observed and address non-compliance ensured
- Mechanism where grievances and complaints are received, investigated and addressed setup and monitored

5. Well-developed residency housing operational plans, policies and procedures

- Plans for Solomon Power housing properties are gainfully used & effectively managed through a well-developed and executed plans
- Operational plans in place for the effective management of Solomon Power residential houses which includes safeguards for Solomon Power properties, that there are regular inspections and that it has a well-managed & resourced repair and maintaining program
- Plans to ensure that Solomon Power residential housing estates are safe, clean and secure developed and implemented
- Execution of the prevailing Solomon Power housing policies and processes ensured
- Relevant Solomon Power policies including the prevailing Housing Policy with corresponding action plans in accordance with Solomon Power corporate objectives and direction developed, resourced and implemented

6. Strategically focused Solomon Power Property development and maintenance operation

- Requirements and standards for Solomon Power residential, administration and operations properties determined
- Plans for condition assessment to determine maintenance needs for Solomon Power properties managed and developed
- Strategies, programs and budgets developed
 - to achieve and maintain Solomon Power properties approved standards developed
 - develop and or rationalise Solomon Power properties portfolio
- Property development project managed as and when required by the General Manager Capital Works
- Assist in any consideration for investment into property development or disposal of property
- Property development & maintenance contracts developed, tender, negotiated and managed developed, maintained and financed

7. Effective and efficient management of Solomon Power operational Buildings

- Ensure efficient management of Operational Building Projects
- Ensure efficient management of the general repair and maintenance of all operational buildings
- Ensure to provide the relevant oversight, assessments and planning of all operational buildings

8. Effective and efficient management of Solomon Power Fleets

- Ensure efficient management and administration of all Solomon Power Fleet
- Ensure efficient management and oversight of the general repair and maintenance of all SP Fleet
- Ensure proper management and budgeting of strategic SP Fleet.
- Ensure continuous review of vehicle policy manual and driver handbook

9. Organization management assistance and contribution provided to Executive Management & Board

- Board and Executive Management supported team to model and promote SOLOMON POWER's vision, mission, and values
- Contributed to the objective of maximising business performance and ensuring compliance with standards
- Contributed to strategy development and decision making to meet strategic and operational objectives
- Acted honestly, in good faith, with high ethical standards and in the best interests of SOLOMON POWER as a whole
- Complied with Solomon Power code of conduct and ethical standards, requirements, policies, processes and procedures

10. Occupational Health and Safety

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Comply with any direction given by Solomon Power or one of its Responsible Officers with respect to any health and safety matter under current Safety acts and regulations adhered

11. Environmental Management

- Ensure adherence to the requirements of the environmental systems
- Ensure compliance with specific environmental management procedures applicable to their work
- Complied with any direction given by any person employed by Solomon Power fulfilling the requirements of the environmental systems
- Accepted the authority to report, enhance and assist in the management and function of the environmental systems

12. Solomon Power image and value standard demonstrated at all times

- Environment aligning deliverable to organisational values and strategic direction supported
- Organisational values and good corporate and governance practices are complied with whilst delivering outcomes
- Company policies and procedures including safety rules adhered to at all times
- Teamwork and good working relationships with managers and work colleagues are ensured
- Commercial confidentiality maintained at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Risk Management	Analyse and manage risk.

Competence	Description
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
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.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
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.
Global Environment	Respond to globally driven changes in the organisation's environment.
Technology Application	Apply technology.

Operational

Stock Control	Acquire and monitor stock to meet business needs
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Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Finance, Management/Planning/Policy	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business and Management	

Work Knowledge and Experience

- Must be able to provide sound leadership and have the ability and aptitude to lead and manage direct reports
- Must be an effective people manager, should be able to manage & monitor work of staff members assigned to specific administrative, operational or technical roles
- Must be an astute manager of resources including budgets, assets and equipment
- A driven implementer of organisational decisions, plans and direction
- Working & practical knowledge of relevant legislations and regulations
- With high interpersonal skills and excellent communication skills and approach
- Provide mentoring and coaching to peers and other employees
- Be the subject matter expertise in areas of land & buildings and be able to provide relevant technical advice and input

Requirements

Language Proficiency

- Excellent command of English
- Excellent command of English (written and oral)

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Executive Management	
	Management Team	
	All employees	
External		
	Government Ministries	
	Statutory Authorities	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
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.
Perceptive	Shows keen insight and understanding of issues or situations.
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.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates, and other relevant documents. Address Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Wednesday 10 December 2025.

Contact for Enquiries

Contact Name: Andrew Tausema

Contact Email: Andrew.Tausema@solomonpower.com.sb

Further Contact Information: --

Closing Date: 10 Dec 2025