

Position Description

Vacancy Title: Senior Civil Engineer

Location: Suva

Reports To: None

Objective

The Senior Civil Engineer will work with the Land Services team (which contains other relevant skilled personnel in the field of land use planning, environment, valuation, marketing, and land available) be responsible for the sub-division planning, approval of schemes plans and engineering plans, development for scheme plans from identified parcels of iTaukei land that can be developed. And to ensure that the constructions of subdivisions are to be, within the time frame and budget allocated. In line with TLTB's "To Be" objectives of i) web-based automation/integration of all TLTB systems, and cadastral survey of all iTaukei lands, the Civil Engineer will be responsible for facilitating the sub-division planning, approval of schemes and engineering plans, peer review scheme plans, and the constructions of subdivisions in the area of Agricultural land and residential development, for planning, designing and implementing mixed development projects, such as industrial, commercial etc. and contribute to the processing of these land parcels to be loaded on TLTB Online Market Place platform for trading and leasing purposes. The incumbent will be responsible for the drafting of engineering plans, supervise development as per approved scheme plans, and the constructions of subdivisions. Additionally, he/she will assist the team in producing cost-benefit analysis for development projects, and ensure that developments are of good quality so as to derive maximum returns from the land. The Civil Engineer will assist in undertaking quality assurance activities to monitor the performance of contractors who will be selected to undertake civil works required to meet approval conditions from relevant approval agencies; and ensure works are completed within timelines and to required standard. The incumbent will undertake civil works documentation and supervision on iTaukei land in accordance to Fiji Construction industry and Engineering practices under the direction of the Manager Land Services, and the General Manager Estate Services; and ensure adequate training is provided to the technical team within the Department and to the regions on basic civil work monitoring. The position reports directly to the Manager Land Services

Outcomes

Organisational Stakeholders

1. Efficient Work Practices

- Directly responsible for the monitoring of implementation, construction supervision, contract and project management of the Land Services projects.
- Contractors, sub-contractors, specialist suppliers, Board project personnel and staff for the daily effective operations of the project managed.
- Contract and construction issues effectively managed., negotiate suitable outcomes and avoid contract disputes
- Directly responsible for the delivery of projects to the quality, timelines, budgetary and production targets.
- Assess and authorize within limits, all progress payments and variations, for projects and contracts managed.
- Up-to-date project schedules and targets ensured and progress utilizing appropriate project management tools monitored.
- Weekly and monthly progress reports to the senior and Executive Management, as well as the Board of Directors as and when required prepared and presented.
- Community complaints and issues in project areas and undertake appropriate mitigation and preventative actions managed.
- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Boards development objectives to ensure project deliverables are met.
- Construction supervision, site management, engineering and technical support when required to Project Teams on construction quality control, contract management and design verification provided.
- Mentoring and guidance to junior staff provided.
- Cost estimates and project finance plans where required prepared.
- Tender process and documentation assisted.
- Contract documentation assisted.
- Contract and Project Management.
- Construction Supervision and Site management as necessary.
- Reports, plans, designs, drawings, documents & submissions by external parties, consultants or in-house design team reviewed.
- Board represented in all community meetings and dealings during construction phase.
- Assistance provided to Manager Land Development with Department and Organizational activities and responsibilities.
- Sign/certify and seal subdivision (survey) plans and legal descriptions as the Board's Civil Engineer.
- Manages and supervises an ongoing training program for staff to become more efficient in the use of contemporary survey equipment in the field for civil works, and computer applications in the office.

2. Legal Compliance

- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Board's development objectives as per Strategic Corporate Plan.
- Standard civil works practices and enforcements is driven by incumbent, to ensure the provision of civil work, procedure, practice, and advise is accurate, transparent and to a high quality.
- Represent TLTB and guide/assist legal team on legal cases and present evidence as an expert witness.

3. Leadership & Management

- Development, coaching and mentoring of staff.
- Allocation of resources is reviewed and coordinated.

4. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.
- Train and supervise estate officers who can be working towards getting civil works exposure.

5. Key Challenges

- Outcomes that are transparent, objective, on time, to standard and in accordance with all relevant requirements in a politically sensitive environment delivered.
- Customer focused advice of a technical nature in plain English so that it is easily understood delivered.

6. Stakeholder Relations

- All meetings with stakeholders and government departments on civil works, land use and natural resources activities are attended and reported as appropriate.
- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Board's development objectives as per Strategic Corporate Plan

7. TLTB Image and Value Standards Demonstrated at all Times.

- An efficient, safe, healthy, motivated and environmentally aware workforce
- Effective utilization of resources including teamwork
- Work cooperatively with all managers

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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
Business Performance	Manage the performance of the organisation.
People	
Problem Solving	Develop practical solutions to a situation.
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Negotiation	Reach agreement through discussion and compromise.
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.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Commercial Focus	Optimize the commercial viability of the organisation.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Land Management and Development, Civil Engineering	Have a minimum of 8 years Fiji experience, in land development, civil engineering and infrastructure development, with demonstrated awareness of Fiji construction industry practices. Have a thorough understanding and awareness of relevant Australian, New Zealand and Fiji design, construction, planning and development Standards.

Work Knowledge and Experience

Possess excellent design and construction knowledge of sustainable practices, geotechnical, civil infrastructure, structural and material technological advances and current standard practices.

Knowledge and experience with Microsoft applications. Knowledge of specialist software will be an advantage.

Demonstrate knowledge and awareness of appropriate legislation and codes.

Be innovative, result-oriented, and a strategic and independent thinker.

Possess excellent interpersonal & communication and negotiation skills.

Team player with strong leadership skills.

Member of a recognized professional engineering institution will be an advantage.

Requirements

Language Proficiency

Excellent command of English

Knowledge of another language

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Area Managers	
	Employees	
	Management Team	
External		
	City and Town Councils	
	Surveyor General	
	Department of Town & Country Planning	
	General Public	
	Regulators	
	Stakeholders	

Attributes

Behavioural Styles

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.

Punctuality Completes a required task or fulfills an obligation before or at a previously designated time

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

Customer/Client Focused Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times

Forthright Speaks out frankly without hesitation, showing a direct manner.

Realistic Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

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

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Well Organized Controls tasks in a well thought out and critical manner

How To Apply

Online through HRmonise link

Contact for Enquiries

Contact Name: Seruwaia Bolatini

Contact Email: sbolatini@tltb.com.fj

Further Contact Information: 3312733

Closing Date: 23 Jan 2026