

Position Description

Vacancy Title: **Manager Instrumentation**

Location: **Lautoka**

Reports To: **None**

Objective

The Manager Instrumentation ensures the maintenance and optimization of instrumentation systems, calibration, improvements, supervision and training of the team, enforcement of safety protocols, efficient resource management, and execution of projects. Additionally, the role involves compliance with regulatory standards, reporting to the Senior Manager, and driving innovation and continuous improvement initiatives. This role reports to the Senior Manager Electrical & Instrumentation.

Outcomes

Organisational Stakeholders

1. Instrumentation Oversight

- Instrumentation equipment is calibrated and maintained.
- Instrumentation data is analysed for accuracy and reliability.
- Instrumentation upgrades and improvements are identified and implemented.

2. Team Leadership

- Instrumentation team is supervised and guided.
- Training programs for team members are developed and conducted
- Team performance is evaluated and feedback is provided.
- Innovation and improvement promoted.
- New technologies and methods for instrumentation are researched.
- Continuous improvement initiatives are led
- Efficiency and productivity enhancements are identified and implemented.

3. Safety and Compliance

- Safety protocols for instrumentation work are enforced.
- Compliance with regulatory standards are ensured.
- Safety audits and inspections are conducted regularly.

4. Resource Management

- Instrumentation resources are allocated efficiently.
- Cost-effective strategies for resource utilization are implemented.
- Inventory of necessary equipment and parts is maintained.
- Project Management ensured
- Instrumentation projects are planned and executed.
- Project timelines and budgets are adhered to.
- Project progress is monitored and reported to the Senior Manager.

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. |
| 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. |
| 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 | |
| Relationship Building | Build beneficial relationships with suppliers and stakeholders. |
| Quality Focus | Deliver quality. |
| Organisational Values | Display the organisation's image and value standards. |

| Competence | | Description |
|-------------------------------|--|---|
| 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. |
| Professional | | |
| Research | | Apply formal research methodologies. |
| 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. |
| Environment | | Establish and maintain an environmentally friendly organisation |

Qualifications

| Qualification | Discipline | Notes |
|----------------------|---|--------------|
| Preferred | | |
| Degree | Instrumentation and Electronics Engineering | |

Work Knowledge and Experience

- At least 4-6 years of relevant experience in industrial or manufacturing settings
- Proven experience in managerial role within electrical and instrumentation engineering
- In depth knowledge of instrumentation systems and equipment
- Proficiency in calibration, maintenance, and troubleshooting of instrumentation systems.
- Demonstrated leadership and project management skills
- Familiarity with industry standards and regulations

Requirements

Other Required Requirements

No other required items found.

Interactions

| Type | Interaction | Comments |
|------------------------|--------------------|-----------------|
| No interactions found. | | |

Attributes

Behavioural Styles

- Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Experimenter Tries out new procedures, ideas or activities.
- 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

- Extrovert Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
- 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.
- Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
- Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

How To Apply

<https://jobs.hrmonise.com/>

Contact for Enquiries

Contact Name: Human Resources Manager

Contact Email: recruitment@tropik.com.fj

Further Contact Information:--

Closing Date: 30 Jan 2026