
Position Description

Vacancy Title: **Officer In Charge - Tulagi Outstation**

Location: **Tulagi**

Reports To: **Outstation Coordinator – Eastern Region (v 1.00)**

Objective

The Officer in Charge (OIC) Tulagi Outstation is responsible for leading and managing the Tulagi outstations team and providing the leadership to formulate, implement and comply with operational and maintenance plans to ensure the highest reliability and integrity of the Outstation Generation and Distribution facilities on a day to day basis. The role reports to Outstation Coordinator - east

Outcomes

Organisational Stakeholders

1. Optimal level of reliability and integrity for generation and distribution operation and maintenance

- Compliance of the approved preventative maintenance program for the generating plant, equipment and auxiliaries ensured
 - Future growth, generation augmentation and distribution network expansion plan of the Outstation Assisting supported, through participation and contribution to development planning and strategies
 - Outstation Coordinator - East is assisted to formulate and implement Departmental strategies and action plans to support Solomon Power achievement its Corporate Strategic Plan
 - Swift restoration of services ensured through personally attended to and monitoring to all power failures and emergency events involving generation, distribution and customer services
 - Outstation Coordinator - East is kept fully informed of any technical issues, potential issues, serious conditional and operational trends relating to generation plant and equipment
 - Daily, weekly and monthly reports prepared and are submitted in a timely manner for the Outstation Coordinator - East, MSE and EE on the operational and technical activities on the overall performance of the Outstation operation
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2. Operational efficiency supported

- Outstation assets and personnel are protected and secure through effective operational and maintenance contingencies
 - Minimum sufficient stock levels of service spare parts, consumables are maintained on site to support the Outstation operation and maintenance programs
 - Relevant information and data provided to the Outstation Coordinator - East to ensure prompt and effective logistics and management support to the Outstation
 - Compliance and enforcement of all mandatory regulations at the Outstation, including all health and safety standards ensured
 - Professional working relationship with, local authorities, communities, major customers and all-important local suppliers and service providers developed and maintained
 - In collaboration with Corporate Services, ensure to manage corporate assets such as staff housing, fleets and other support services assets in the Tulagi Outstation.
 - Management of all staff requirements, issues ensured and all staff performance issues and counselling addressed in a respectful and dignified manner
 - Outstation employees reach their highest potential and are capable of performing their duties proficiently
 - Training and development organised and facilitated
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3. Satisfied customers through quality service delivery

- Efficiently and effectively oversee compliance of customer services processes is ensured
 - Includes billing, revenue, cash control, banking, debt management, customer verification, customer relations and general administration of the outstation office on a daily basis
 - Daily, weekly and monthly reports prepared and submitted in a timely manner to Customer Services Department on customer service activities, processes and on overall performance of the Outstation
 - Implementation of debt collection policies, negotiations and disconnections ensured
 - Liaison with customers and debtors is ensured
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4. A healthy, safe and OHS compliant Solomon Power

- Reasonable care taken 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
 - Compliance with lawful direction given by Solomon Power with respect to health and safety matters under current Safety acts and regulations
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5. Environmental protection is prioritised at all times

- Compliance with specific environmental management systems, policies and procedures
- Compliance with lawful direction given by any person employed by Solomon Power fulfilling the requirements of the environmental systems
- Reporting, enhancement and assistance in the management and function of the environmental systems

6. Solomon Power image upheld and values demonstrated at all times

- Full compliance with prevailing laws and organisational policies and procedures
- Environmental protection aligned to organisational values and strategic direction whilst delivering outcomes
- Full compliance with organisational values and good corporate and governance practices whilst delivering outcomes
- Full compliance with company policies and procedures including safety rules at all times
- Teamwork and good working relationships with managers and work colleagues ensured

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
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.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Trade Diploma	Electrical Engineering with specialisation in Power Systems	
Preferred		
Degree	Degree in Engineering	

Work Knowledge and Experience

- At least 3 - 5 years in a similar industry.
- Proven successful experience in maintenance planning and management
- Sound knowledge of safety policies, procedures and requirements related the power and utilities industry
- Strong stakeholder management
- High level of computer Literate
- Results oriented and ability to deliver outcomes under pressure and difficult circumstances

Requirements

Language Proficiency

Good written and oral communication skills in English

Understands and speaks Pidgin

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Generation and Outstations Department	
	Customer Services Staff	
	Regulatory Department	
	Transmission & Distribution Engineer Operations	
	Logistics, Procurement and Stores	
	Manager Oustations	
	Outstation Coordinator	
	Other Solomon Power staff	
External		
	Fuel Supplier or Fuel delivery contractor	
	Solomon Power Suppliers and Service Providers	
	Consultants and Contractors	
	Customers	
	Statutory Authorities	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfils 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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Acts and makes decisions without the help or advice of other people.
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, Friday 10 April 2026.

Contact for Enquiries

Contact Name: Andrew Tausema

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

Further Contact Information: --

Closing Date: 10 Apr 2026