

- Visit sites regularly during construction — including bid walks, preconstruction walks, in-progress visits, punch walks, and closeouts — and attend/organise status and coordination meetings
- e) Safety and Compliance:
 - Implement and enforce safety protocols and regulations to ensure a safe working environment.
 - Ensure all activities comply with legal and regulatory requirements, including building codes and environmental regulations.
- f) Communication and Reporting:
 - Maintain clear and effective communication with stakeholders, including clients, architects, engineers, and contractors.
 - Provide regular progress reports and updates to senior management, clients and stakeholders.
- g) Problem Solving and Risk Management:
 - Identify potential risks and develop mitigation strategies.
 - Resolve any issues or conflicts that arise during the construction process promptly and effectively.
- h) Document Management
 - Maintain and track all project construction documentation in line with FA process and procedures.
 - Ensure timely update of documentation, receipt of documentation, and closure of notices.
 - Responsible for contract management
- i) Respond efficiently and effectively to work delays, emergencies, and other project disruptions
- j) Any other duties assigned by the Director Projects.

Key Challenges / Decisions / Success Factors:

- Commercial acumen and attitude
- Timely and accurate measurement
- Able to travel to remote jobs or work location
- Good understanding of construction industry best practices and construction methodology and pricing
- Integrity and honesty in dealings.
- Demonstration of probity and compliance with governance processes in procurement and assessment Tasks.
- Ability to interpret contractual clauses and apply skillfully while preparing notices.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests

Direct Reports: None

Minimum Qualifications Requirement (MQR):

- Appropriate diploma-level qualifications with 8 years of work-related experience, including building construction supervision, costings, and programming.
- Experience with Microsoft Office Suite, and other software.
- Demonstrated Experience in managing large projects with successful project management capabilities scoping and supervising on building services systems with strong project management skills is desirable.
- Proven working experience in construction management

Knowledge and Skills

- A valid driver's licence
- Knowledge of Project Management Methodology
- Use of records and data management software
- Sound technical knowledge of building services and building construction works
- Must be familiar with the National Building Code of Fiji, and relevant international standards such as Australian Standards
- Ability to produce read and manipulate schedules and scheduling reports
- Strong Analytical Skills

- Excellent Communication skills
- Risk Management and Cost Controls Skills
- Basic finance and procurement knowledge
- Knowledge of Health and Safety Requirements
- Good interpersonal skills and team-building skills
- Must be resilience, have courage and act with integrity
- Demonstrated capacity to take initiative and achieve results
- Ability to work with minimum supervision
- Knowledge of construction methods and technologies and an ability to interpret technical drawings and contracts
- Ability to manage multiple projects simultaneously with an eye for quality
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Ability to plan and see the “big picture”
- Competent in conflict and crisis management

Key Relationships:

Internal: Fiji Airports Sections

External: CAAF, Fiji Airways, Air Terminal Services, consultants, Contractors, Tenants