



CAREER OPPORTUNITY GRADUATE ENGINEER

NEW PROVIDENCE OPERATIONS/ENGINEERING & PLANNING
DIVISION ENGINEERING & PLANNING DEPARTMENT

The Water and Sewerage Corporation seeks applications from qualified applicants to fill the position of **Graduate Engineer, New Providence Operations & Engineering & Planning Division**.

The successful candidate must have a minimum of:

Bachelor's Degree from an accredited college or university in Civil, Mechanical, Environmental or Sanitation Engineering, with a minimum of two (4) years' experience in similar functions.

Passage of the Engineer Intern Examination or similar, would be a plus.

Competencies and Skills:

- Good analytical skills
- Good Project Management skills
- Good Time Management skills
- Ability to communicate effectively, both verbally and in writing
- Good Supervisory management skills
- Ability to train, mentor and coach subordinate staff and maintain discipline
- Good interpersonal and human relations skills
- Advanced computer skills
- Flexible working hours

The principal duties include but are not limited to the following:

1. Develop close working relationships with all key participants and stakeholders involved in works implementation (including the contractors, consultants, government departments, Local Government officials, residents) to assist in effective oversight of the works.
2. Convening, at least monthly, meetings with the Contractor(s) and Engineering Consultant(s), for the purpose of coordinating works activities.
3. Assist Project Coordinator (PC) in the invitation and evaluation of bids including the preparation of bid reports and recommend the award of supply and construction contracts.
4. Assist PC in management and administration of the procurement process.
5. Provide cost control.
6. Expedite the submissions of claims for disbursement to CDB through PC.
7. Keep accounts on relevant project-related expenditures and disbursement activities.
8. Prepare, and submit to PC, fortnightly reports on progress of the works.
9. Participate and report on formal community participation in implementation of the Project, including discussions of a certificate of practical completion of each works contract.
10. Perform any other related duty as assigned.

Starting salary will be commensurate with qualifications and experience.

Interested persons may obtain an Employment Application Form from the Human Resources Division - Personnel Department. The completed application form, along with relevant copies of diploma, certificates, degree(s), and resume, must be returned to the Personnel Department by **January 26, 2018**.