PUBLIC SERVICE COMMISSION
JOB DESCRIPTION

Ministry to prepare and request approval by Public Service Commission. Please contact Organisational Development Unit (ODU) officers of the Office of the Public Service Commission (PSC) if you need assistance to complete this form Note: Not all sections need completion i.e. for junior officers

1	**Position Title**	**SENIOR ENGINEER**	
2	**Remuneration Level** (Proposed by Ministry but approved by PSC)	**PsT 2.1**	
3	**Post Number** Ministry to allocate number but PSC to approve.	**5313**	
4	**Ministry**	Lands & Natural Resources	
5	**Department or Agency**	Department of Water Resources (DoWR)	
6	**Location**	Head Office, Port Vila	
7	**Purpose** Rationale for post establishment	To monitor and supervise resources to achieve implementation of new water supply projects as per MoL Corporate Plan DoWR Business Plan, NSDP	
8	**Reports directly to:** Title of post to determine reporting line clearly	9	**Supervises** Provide titles & levels to indicate supervisory responsibilities
Principal Engineer (RWS)		na	
10	**Frequent Internal Contacts** Means clients within the Ministry	11	**Frequent External Contacts** Means clients from other sector stakeholders & agencies
Deputy Director; Manager (Procurement & Contracts); Manager Water Resources; DoWR officers, DoUW staff		DLA; Provincial Government staff Geothermal companies, Water Service providers; Government Departments: e.g. Public Service Commission, Health, , National Water Resources Advisory Committee members, NGO's, CSOs; Development Partners, Regional Partners - SOPAC, SREP, UNICEF Community Water Committees Suppliers of water system components; Members of the general public	
12	**Contribution to GoV Planning Priorities** Impact of this position on progression of NSDP targets and/or Ministry plans & policies	**NSDP Key Priorities** **SOC 6.4** Strengthen national institutions to ensure cost-effective and well-resourced to deliver quality public services **SOC 6.5** Strengthen local authorities and municipal institutions to enable decentralisation of services **ECO 2.2** Ensure all people have reliable access to safe drinking water and sanitation infrastructure **Legislative Framework** Decentralisation Act (1984); Vanuatu Water Resources Management Act 2002 (Cap 281); RTI Act, PFEM Act; CTB Act; RTI Act **Policy Framework:** Vanuatu National Water Policy (2017-2030); Vanuatu National Water Strategy (2018 – 2030), Decentralisation Act	
13	**Special Conditions (if any)** Unusual or dangerous work, unusual work hours or equipment use	Required to work out of hours in times of heavy workload, extensive provincial travel may be required.	
14	**SELECTION CRITERIA** Technical Competencies, Generic Competencies and Leadership Competencies are to be considered		
14.1	**Qualification** Provide highest qualification i.e. Masters, Bachelors, Diploma, Certificate	Degree	

14.2	**Expertise Area** Provide type of Degree or Diploma i.e. Law, Public Administration, Education	Engineering OR Project Management OR Water Supply Systems OR related field
14.3	**Experience** Indicate years of practical experience in specific sector/s	Recognised Degree from a Technical Institute with at least 5 years practical experience. Project design, implementation; Project Design Apps. Valid driver's licence an advantage
14.4	**Technical Competencies** Refer to Guidelines provided by ODU	• Demonstrated capacity to work as part of a team; • High level of analytical & reporting skills • Managing & negotiating conflict resolution • Engineering design & implementation of water projects • Project Design Apps i.e. Quantum GIS; Epanet
14.5	**Generic Competencies** Refer to Guidelines provided by ODU	• Communication • Professionalism and Ethics • Workplace Planning • Attention to detail • Working Collaboratively
14.6	**Leadership Competencies** Refer to Guidelines provided by ODU	• Team player • Scheduling • Meeting Management • Networking
14.7	**Behavioral Competencies** Refer to Guidelines provided by ODU	• Time & deliverables driven • Enables and empowers staff • Ethical & discrete • Proactive • Diligent

15. CRITICAL SUCCESS FACTORS

This is an important section requiring very careful development. The KRAs, KTAs and KPIs should be designed to deliver Ministry objectives in Corporate and Business Plans and progress NSDP targets. They must be SMART (Specific Manageable Achievable Realistic & Time Bound). For lower level JDs only 5 KRAs may be needed but as responsibilities increase, so too will KRA numbers. This section provides for monitoring of delivery of Plans and is the basis for Performance Review and Work Schedule Plans.

	Key Result Areas (KRAs) Indicate key work areas to deliver required results		**Key Task Areas (KTAs)** Indicate for each KRA the tasks/activity to be undertaken to deliver the KRA		**Key Performance Indicators (KPIs)** Indicate the item, action, report that proves the activity is delivered on time as specified
15.1	Monitor supply of resources to improve water supply system designs and construction	**15.1.1**	• Monitor resourcing for water supply and sanitation systems designing and construction works provided by service providers in ensuring the water & sanitation standard manual is adhered to;	**15.1.2**	• # monitoring reports on water projects per year reported in Quarterly Report and • contributions to Annual Report • Monthly Report to Principal Engineer (RWS)\ • Project Data Base up-to-date • Issues Risks Reports as needed
15.2	Coordinate supply of resources for implementation of new water supply systems	**15.2.1**	• Coordinate the supply of resources and • monitor for the implementation of new rural supply projects;	**15.2.2**	• # New water supply systems built annually
15.3	Cost new water supply and sanitation systems project proposal	**15.3.1**	• Formulate water supply and sanitation designing costing for supplies; • Liaise with the other engineers for design, resourcing and implementation of water projects;	**15.3.2**	• # New project proposals costed and checked for submission for GoV and donor funding
15.4	Ensure project materials purchased and transported to projects sites	**15.4.1**	Provide logistical support for shipment of new projects materials to site and supervise store stock takes;	**15.4.2**	• # New projects completed annually • 100% compliance for resources identification and contracting
15.5	Water engineering appraisals of completed water supply systems	**15.5.1**	• Inspect and monitor the contractors or service provider's performance on site; • Carry put engineering appraisals of completed water supply schemes under the direction of the engineer.	**15.5.2**	• # Technical Appraisals completed reported for inclusion in Quarterly Reports x 3 SMR and Annual Report
15.6	Undertale liaison with stakeholders & coordination of activities	**15.6.1**	• Liaise with sector stakeholders re identification of possible resources, sites, design and costing;	**15.6.2**	• Monthly Report to Supervisor

15.7	Undertake capacity building on water project matters	**15.7.1**	• Build capacity by mentoring and coaching community water committees, junior DoRW staff in engineering and resourcing of water projects;	**15.7.2**	• Monthly Report to Supervisor
15.8	Ensure 100% compliance with PMR reporting	**15.8.1**	• Work with supervised officers to ensure consultative preparation of AWPs & PMRs for Unit • Complete own AWP & PMRs on time	**15.8.2**	• PMR and AWPs for self and supervised officers collated and provided to CSU on time o AWPs - Feb o Mid-Year PMR – July • End of Year PMR - Dec
• **Any other duties reasonably requested by Supervisor**					

16	ENDORSEMENT WITH NAME, SIGNATURE & DATE All signature blocks must be signed, stamped and dated for Job Description to be valid	
16.1	Prepared in Ministry by	Signed: Name: Erickson Sammy Date: 11 /05/ 2026 Director, DRWS
16.2	Certified by DG or Delegate	Signed: Name: William Nasak Date: 12/05/26 Title: Director General, MLNR
16.3	Certified by OPSC	Signed: Name: Ini Tabiaga Date: 25/05/2026 Title: Manager ODU
17	DECISION BY PUBLIC SERVICE COMMISSION	
Decision: Approved Name: Jean Yves Bibi Signed Date of Decision 28/5/26 Title: Acting Secretary, Public Service Commission (PSC)		
Job Description Sighted by Officer Name: Signed: Date Signed: / /		