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 (PROJECTS)**	
2	**Remuneration Level** (Proposed by Ministry but approved by PSC)	**PsT 2.1**	
3	**Post Number** Ministry to allocate number but PSC to approve.	**5314**	
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 supervise and coordinate the development of projects for rural water supply systems, maintenance activities and community awareness programmes to achieve community ownership and sustainability of potable, secure rural water supplies to achieve NSDP, the NIP and DoWR Business Plan targets.	
8	**Reports directly to:** Title of post to determine reporting line clearly	9	**Supervises** Provide titles & levels to indicate supervisory responsibilities
Principal Officer (Projects)		Project Planning Officer, Community Development Officer	
10	**Frequent Internal Contacts** Means clients within the Ministry	11	**Frequent External Contacts** Means clients from other sector stakeholders & agencies
Officers from Department of Water Resources (DoWR)		Provincial Water Advisory Councils; National Water Advisory Council DLA; Provincial Governments Geothermal companies, Water Service providers; Government Departments: e.g. DSPPAC, Public Service Commission, Health, Finance, clients and prospective clients, National Water Resources Advisory Committee members, NGO's, CSOs; Development Partners, Meteorology Department, Ministry of Health, Ministry of Education and Training, Public Works Department, Environment Unit & 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 Policy	
13	**Special Conditions (if any)** Unusual or dangerous work, unusual work hours or equipment use	Must be prepared to travel to the islands and work outside official working hours.	
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 Environmental Science OR related field
14.3	**Experience** Indicate years of practical experience in specific sector/s	3-5 years practical experience in supervising water projects. Proven affinity or experience in community development and mobilisation; Experience in communication or training an advantage Valid Drivers 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 reporting skills • Community Development expertise • Analytical thinking • High level Computer skills required- Word, Excel
14.5	**Generic Competencies** Refer to Guidelines provided by ODU	• Communication • Knowledge of community development methodology • Workplace Planning • Reporting • Working Collaboratively
14.6	**Leadership Competencies** Refer to Guidelines provided by ODU	• Team Leadership • Client Focus • Managing & negotiating conflict resolution • 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	Develop rural water projects, supply systems based on Provincial Master Plans + NIP	**15.1.1**	• Coordinate the department's community awareness on projects & funding procedures and programs;	**15.1.1**	• Provide prepared project proposals to Principal Officer (Projects) • Work with Provincial Water Advisory Councils
15.2	Support the establishment of rural community's water supply maintenance programs	**15.2.1**	• Prepared and plan, in collaboration with the water officers, for rural water supply and maintenance projects;	**15.2.1**	• # Water supply maintenance programs developed annually in each province
15.3	Ensure reporting is up to date	**15.3.1**	• Coordinate reporting on priority plans for provincial councils; • Assist Outreach & Awareness Officer in preparation of the Quarterly Newsletter for distribution in the provinces and communities; • Provide inputs to Data Base	**15.3.1**	• Monthly Report to Principal Officer (Projects) on project and funding procedures • Projects database contributed to and up-to-date
15.4	Coordinate monitoring processes for rural water activities	**15.4.1**	• Assist with development of formal relationships with all provincial water stakeholders (NGOs, Rotary, Area Councils, DLA) to ensure sector coordination • Coordinate and monitor village water committee's activities and work plans	**15.4.1**	• # Monitoring visits executed annually reported in Quarterly Reports; • Contribute report to Principal (Project & Coordination) for use in Annual Report • Track progress of NIP related initiatives o Issues o Achievements • Deliverables
15.5	NIP Progress tracked	**15.5.1**	• Assist Outreach & Awareness Officer in preparation of the Quarterly Newsletter for distribution in the provinces and communities;	**15.5.1**	• Reports track progress of NIP implementation
15.6	Plan and coordinate rural community water supply training	**15.6.1**	• Plan and coordinate rural community water supply training – plumber's training, community development training and water committee financial management training	**15.6.1**	# Training sessions undertaken for each Province reported

15.7	Promote inclusivity in water & sanitation projects	**15.7.1**	• Promote and support the concept of inclusivity and cultural awareness in the Development of water projects;	**15.7.1**	Inclusivity and cultural awareness strategies outlined in Monthly Reports
15.8	Provide mentoring & capacity building	**15.8.1**	Assist with training and capacity building for communit8ies and junior staff	**15.8.1**	• Training Programs reported in Annual Report o #s • Types of courses
15.9	Ensure 100% compliance with PMR reporting	**15.9.1**	• Work with ROs to ensure consultative preparation of AWPs & PMRs for Unit	**15.9.2**	• PMR and AWPs 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, DoWR
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 Tabiasa Date: 25/05/2026 Title: Manager ODV

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: / /	