

Government of Tuvalu – Job Description



Position Title:	Assistant Structural Engineer	
Band and Salary:	T1 – T3	\$15,448 to \$29,287
Ministry and Department:	Public Works, Infrastructure Development, and Water	PWD
Location:	Funafuti	
Reports to:	Director of Works Structural Engineer	

JOB PURPOSE:

To support the provision of structural engineering services and support to the Government.

KEY RESPONSIBILITIES:

1. Contribute to the structural engineering works conducted within the ministry.
2. Provide general assistants on structural engineering projects and building designs.
3. Assist in conducting compliance and safety standard inspections of all structural works.
4. Assist the Supervision of the progress of building structural works.

MAIN DUTIES AND OUTCOMES:

- 1.1 Assist the Engineer to undertake structure engineering works conducted on government buildings and houses within agreed timeframes and aligned with the scheduled work plans.
- 2.1 Assist the Engineer in the preparation of structural design undertaken by the unit
- 3.1 Carry out design directed by the structural engineer
- 3.2 Assist in troubleshooting, analysing and repairing structure defects on any infrastructure,
- 4.1 Carry out engineer instruction on structure infrastructure with plan maintenance

MANDATORY REQUIREMENTS:

Qualification & Experience:

Diploma in Civil Engineering (structure) or equivalent

AND at least three years practical working experience in civil engineering works.

Skills & Knowledge:

Sound knowledge of civil engineering terms and technologies

Good written and oral communication skills

(Tuvaluan and English)

Attention to detail and accuracy

Ability to liaise with a range of stakeholders

Sound time management skills

DESIRABLE REQUIREMENTS:

Advanced knowledge of modern civil engineering equipment and defects troubleshooting

NOTE: THIS POSITION MAY REQUIRE WORK OUTSIDE OF NORMAL WORKING HOURS

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the qualification checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.