

Government of Tuvalu – Job Description



Position Title:	TPCC Building Manager	
Band and Salary:	T1 – T3	\$15,448 to \$29,287
Ministry and Department	Ministry of Public Works & Infrastructure Development & Water	Headquarter
Location	Funafuti	
Reports to:	Secretary for MPWIDW	

JOB PURPOSE

For the successful implementation of the TPCC Building policy, it is essential to enhance the existing workforce structure. In addition to the current casual staff, which includes two receptionists, two cleaners, and four casual labourers, it is crucial to recruit a dedicated manager. The manager will oversee management of the TPCC, Tulakiga Performing Stage, Park yard and the employees and ensure that the TPCC Building policy is successfully implemented.

KEY RESPONSIBILITIES:

1. Oversee implementation of TPCC Building policy.
2. Develop and enforce maintenance schedules.
3. Monitor revenue collection and financial sustainability.
4. Ensure compliance with facility usage regulations
5. Provide monthly report to the Secretary of MPWIDW on the usage of the TPCC Building facilities and revenues collected

MAIN DUTIES AND OUTCOME

- 1.1 Develop and implement Annual Work Plan to enhance customer's experience
- 1.2 Oversee staff performance management to cultivate a high-performing team,
- 1.3 Ensure compliance with health and safety regulation.
- 2.1 Implement maintenance schedule and make strategic decisions to ensure optimization of resources
- 2.2 Update maintenance logbook to keep track of inspections, repairs, and recurring issues to ensure well planned maintenance work.
- 3.1 Adhere to budget controls to utilize funds effectively and efficiently
- 3.2 Develop a storage agreement to be signed by users seeking to utilize the park yard for storage or layover purposes.

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- 4.1 Work closely with the Director of PWD to evaluate and consider requests regarding layover and storage of construction materials and machinery at the park yard* and rental fees.
- 4.2 Enforce TPCC policy by actively monitoring compliance among both users and employees.
- 4.3 Establish clear procedures to address non-compliance, including potential consequences,
- 5.1 Prepare a comprehensive monthly report for the Secretary of MPWEDW that clearly outlines the revenue collected in comparison to maintenance expenses.

MANDATORY REQUIREMENTS:

A tertiary qualification in a relevant field such as Management or a related discipline
At least 3 years work experience in a senior management level

DESIRABLE REQUIREMENTS:

Strong leadership skills with experience managing cross-functional teams,
Excellent communication skills and inter-personal skills
Strong financial acumen,, including budget management, cost control, and revenue generating. Ability to effectively oversee and guide team members to enhance work efficiency and productivity,

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (it) 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 (it) must reflect the information in the CV'S and the job application check list

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.