



# Job Description

## Building Manager (Fiji)

‘Global Impact, with a Local Approach’

Think Pacific 2021 ©

Think Pacific Foundation Think Pacific Foundation, 35 Gorrie Street, Suva, Fiji Islands, FJ989.

Think Pacific Ltd 05990751 & Think Pacific Foundation (England and Wales) 1162190, 15 Queen Square Leeds, LS2 8AJ.

## About Think Pacific...

### Meaningful Programmes in the Fiji Islands

Think Pacific is a registered Fijian Charity and UK social enterprise with over 10 years' experience supporting Fijian Government Ministries, NGOs, local enterprises and business partners to achieve ethical, responsible and sustainable development, whilst allowing international students and young people to have a self-developing and rewarding experience.

Our cultural exchange programs foster learning, understanding, equality and respect. Central to our impact is our support for the UN Sustainable Development Goals, and focus towards the achievement of the Fiji National Development Plan; a 20-Year Development Plan with the vision of “Transforming Fiji” towards an even more progressive, vibrant and inclusive society.

- Established in 2009, at the University of Leeds, UK.
- Based in Suva, Fiji & Leeds, England.
- MOU agreements and long term partnerships with Fijian Government Ministries and Organisations.
- All programmes support the Fiji National Development Plan & UN Sustainable Development Goals.
- Partnered with 80+ Fijian organisations.
- Partnered with 90+ educational institutions globally.
- Formal partnerships with University of the South Pacific and Fiji National University.
- 5000+ participants on mobility and remote programs since 2009.
- Over \$8m (FJ) invested into the Fiji Islands.

# Think Pacific - Mission, Beliefs & Values

## Mission

"Creating positive cultural exchange, which invests in Fiji's future"

## Beliefs

1. *Partnerships* - Collaborations at all levels of planning, preparation and implementation.
2. *Learning* - Emphasis on learning and understanding, before contributing.
3. *Focus* - Only Fiji. Our focus upon Fiji creates meaningful relationships and specific local outcomes

## Values

1. *Passion*; To drive and achieve TP's mission, beliefs and values.
2. *Mindset*; Always be a positive role model by always seeking solutions and outcomes.
3. *Resilience*; Can achieve goals and motivate others despite new and challenging environments.
4. *Humility*; Be humble, respectful and mindful in all that we do.
5. *Accountability*; Always take responsibility for our energy, impact and standards.
6. *Collaboration*; Value of working together
7. *Aspiration*; Aspiring to always improve, become better and achieve more.

## Building Manager (Fiji)

**Location:** *Working in the field / in remote community and settlement locations across various Provinces within Fiji*

**Salary:** \$20,000 FJD per annum

**Hours:** *Field Based - 1 Month or 2 Month Projects (Up to 6 Projects Per Annum)*

*Suva Based (As Required) - 9am-6pm*

## The Role

With Think Pacific entering an exciting period of programme development and implementation, the Building Manager is a key role for our Building projects across rural communities in Fiji.

The ideal candidate will need to bring certain qualities to this role, including a background in construction, a passion for interacting with international students and young people, and an ability to manage and facilitate the safe and effective work by people of diverse backgrounds and abilities on a site.

The role also includes significant direct student and volunteer engagement and interaction, team collaboration and independent responsibilities.

## Our Programmes

### In-Country Projects and Placements

In May 2022 Think Pacific shall re-commence our in-country projects and placements for students and young people.

These projects are delivered in partnership with local Ministries, organisations and community stakeholders across a range of fields including Public Health, Mental Health, Sport Development, Business & Enterprise, Engineering, Environment and Climate Change, and is a culturally immersive experience for the students and volunteers who live within local villages and communities.

For more information on our in country programmes, please see here: [Fiji Volunteer Expeditions](#) | [Think Pacific](#)

# Key Responsibilities

## Project Preparation & Planning

- **Local Authorities & Guidelines**
  - Liaising with the local authorities as required to ensure local guidelines and procedures are upheld for all build projects. Eg Health Inspectors
  - Ensuring any required Engineer Certification for plans and proposals are received.
- **Site Visits - Community Settings**
  - Visiting communities confirmed for a Think Pacific Build Project to assess suitable sites and confirm the build location.
- **Transportation of Building Materials & Tools**
  - Traveling with the materials and tools to the project setting, upon confirmation of the transfer date by the Operations Manager.
  - Ensuring all materials and tools ordered are delivered correctly and accounted for, based upon invoices provided.
- **Operations Manager - Think Pacific**
  - Liaising efficiently and effectively with the Think Pacific Operations Manager for all project preparation and planning requirements.

## Build Project Delivery

- **Build Project Management**
  - Managing the construction of the designated build project from start to completion, including directing the international volunteers, local youth members, and communicating effectively with the Project Leaders.
  - Ensuring the build project is completed within the designated timeframe.
  - Providing a daily 15 minute briefing to the international volunteers on the work to be completed that day, including key tasks and timelines.
  - Providing instruction and demonstration to the international volunteers of the key skills required to complete the building project.
  - Ensuring all volunteers on site have an active role in the build process at all times, and providing guidance on next tasks required to ensure an efficient transition between jobs.
  - Maintaining the highest standards of health and safety on site, taking into consideration the environment and resources available.

- Closed shoes, high visibility jackets and hard hats are a minimum requirement, and these must be maintained by all members on site at all stages of the building project.
- Providing a daily 15 minute de-brief to the Project Leaders on the key tasks to be completed the next day, and a weekly consultation on the status of the build project.
- Advising the Project Leaders if any additional materials, tools or resources may be required in an efficient manner.
- Ensuring the tools inventory is monitored and maintained daily.

## Capacity Building - Youth Members

- **On-Site Training**
  - Providing basic training and capacity building for community youths who are engaged on the build project. (5 per Project)
  - Providing instruction and demonstration to the youth members of the key skills required to complete the building project.
  - Ensuring the youth members uphold the required Health & Safety standards.

## Post-Project Completion

- **Local Authorities & Guidelines**
  - Liaising with the local authorities as required to ensure local guidelines and procedures are completed for all build projects. Eg Health Inspectors
  - Ensuring any required Engineer Certification for the completed build are received.
- **Inventories - Materials & Tools**
  - Ensuring all inventories are completed, and the remaining materials, and Think Pacific tools, are returned to the office / storage space as required.
- **Building Report**
  - Completing a feedback report (template provided) on the project, including notes on the construction, international volunteer engagement and local youth training and participation.
  - Photos of the completed build project to be included in the report provided.

## Administration

- **Build Designs & Drawings**
  - Ensuring the relevant designs and drawings for all Think Pacific build projects are completed in advance of the project, and filed as needed.

- **Material Listing**
  - Ensuring the material list for all Think Pacific build projects are monitored and updated based on the requirements of the construction.
  - Ensure the correct material listing is provided to the Operations Manager for ordering, and filed as needed.
- **Tools Listing**
  - Ensuring the tools list for all Think Pacific build projects is updated as required, and filed accordingly.
  - Ensuring all Tools Boxes have an inventory available.

You may be required to carry out other duties, as are within your capabilities and level of responsibility, in order to meet the needs of the business.

## Essential Skills Required

- Qualification or Training Certification in Carpentry and/or Joinery.
- Extensive knowledge of construction, including concrete work.
- Strong communicator and confident in directing others.
- Display high level of interpersonal skills and to be able to listen, empathise and work with individuals from a variety of backgrounds.
- The ability to manage a variety of demanding responsibilities within any given day.
- Plan logically and in detail producing practical, effective solutions to achieve goals or overcome real problems.
- Acquire and implement new skills quickly, with an ability to think on your feet in a fast moving and changeable environment.
- Manage material resources and budgets effectively.
- Ability to maintain high standards of recording and administration.
- Ability to interact with students, clients and partners in a positive and professional manner.
- Plan logically and in detail producing practical, effective solutions to achieve goals or overcome real problems.
- Display effective personal leadership and team work and help develop leadership skills of others.
- Understand the needs and expectations of local stakeholders, global interns and volunteers.
- Some knowledge of Microsoft Word, Excel, Zoom and Google Drive would be a benefit
- Passion to foster and promote Think Pacific's mission and values.

- Desire to contribute to global understanding of UN Sustainable Development Goals, Fiji's National Development Plan and advocate the benefits of internationalisation.

## Application Process

### Step 1

- Complete and submit the Application Form via the link by **5pm on Friday 29th April 2022** - [Application Form - Building Manager \(Think Pacific\)](#)

- Please attach the supporting documents included below:

- Cover Letter
- CV/Resume
- Qualification or Training Certificates (Carpentry, Joinery or Trade Field)
- Answering 3 short questions:
  - What are 3 key reasons you would like to work for Think Pacific?
  - Which 3 Think Pacific Values, included in this Job Description, best describe why you would be suitable for the role?
  - What characteristics do you believe would make an effective Building Manager for Think Pacific? (300 Words Max)

### Step 2

- Successful Applicants will then be shortlisted for an interview.

### Step 3

- Interview 1 via zoom with a member of Think Pacific Management - Week Beginning Monday 2nd May 2022.

### Step 4

- For those shortlisted: Interview 2 via zoom with a Thin Pacific Director - Week Beginning Monday 9th May 2022.

### Step 4

-Official Offer forwarded to successful candidate, with Monday 16th May 2022 the proposed Start Date.