



JOB DESCRIPTION

Position:	Assistant Compliance Officer – Asset Management and Contracts
Location of position:	Suva
Reporting to:	Head of Risk and Compliance
Specific accountabilities:	As follows

Purpose

- Assistant Compliance Officer – Asset Management and Contracts supports the Head of Risk and Compliance in ensuring that road infrastructure works, maintenance contracts, and contractor claims are carried out in accordance with FRA contractual requirements, policy standards, and infrastructure asset management practices.
- The role focuses on site inspection, verification of contractor works, review of Interim Payment Certificate (IPC) claims, monitoring contract compliance, and supporting FRA's infrastructure asset management systems.
- The officer will work closely with Delivery Teams, Assurance Officers, Finance Department, and Contractors to ensure transparency, accountability, and value for money in FRA infrastructure projects.

Key Duties and Responsibilities

- Site Inspection and Works Compliance;
- Interim Payment Certificate (IPC) Claims Verification and assurance;
- Contract Compliance Monitoring;
- Infrastructure Asset Management Support;
- Risk and Assurance Support;
- Audit/Assurance Issues and Follow-Up; and
- Reporting and Governance Support.

Follow up Action

Assist the Head of Risk and Compliance in maintaining a centralised Audit Issues Register by:

- Identifying target dates for addressing each issue



- Allocating responsibility to relevant staff
- Monitoring progress of actions
- Ensuring timely resolution of compliance matters.

Double Check Matters Actioned

A key performance matter of this role is:

'No matter raised in the previous audit / investigations that hasn't been satisfactorily addressed'

By the time the next (or follow up) audit comes

Regularly check to make sure this won't be the case

Fraud Prevention

Assist in ensuring compliance with FRA's Fraud Control Plan, particularly in relation to:

- Contractor claims
- Variation claims
- Measurement sheets
- Payment certification processes

Standard Operating Processes (SOP)

Monitor compliance with FRA's Operations Manual, other SOPs, and infrastructure management procedures, particularly in relation to:

- Contract management
- Site supervision
- Works verification
- Payment certification

Common Accountabilities

Compliance

Ensure that all actions of FRA, its contractors, and agents remain:

- Within applicable laws and regulations
- Within delegated authorities of the Authority
- Consistent with FRA's Operations Manual and policies
- Aligned with FRA's Risk Management Framework.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to, a Business Continuity Plan and an operations recovery plan.



Organisational Performance

Ensure that infrastructure works undertaken across the FRA network maintain:

- Road safety
- Network reliability
- Value for money for public investment.

General Management

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is achieved – and the roads are being managed in the most effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;

- Protection of the Authority's intellectual property rights;
- Protection of the Authority's reputation; and
- Good Public Relations

Additional Responsibilities

Such additional functions and duties as Head of Risk and Compliance may from time to time require.

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these common Accountabilities in July each year.

Position Specifications

- Diploma in Business or Project Management; Infrastructure Asset Management; Construction Management or related discipline;
- Minimum 1 year' experience in infrastructure projects, construction monitoring, compliance, or asset management;
- Experience in road maintenance, bridge construction, or civil infrastructure projects will be an advantage;
- Technical Knowledge:
 - Road construction and maintenance practices
 - Infrastructure asset management principles
 - Contract administration and measurement verification
 - Contractor claims verification processes
 - Health and safety standards for infrastructure works.



- Systems Knowledge:

Experience using:

- Infrastructure asset management systems
- Project management and reporting systems
- GIS or infrastructure data platforms
- Microsoft Excel and reporting tools.

- Personal Attributes:

- Strong technical observation and inspection skills
- Ability to analyse construction works and identify discrepancies
- Strong written reporting and documentation skills
- Ability to work independently across project sites
- High level of integrity, professionalism, and attention to detail
- Ability to constructively engage with engineers, contractors, and FRA staff.

This job description has been approved by:

Name	
Designation	
Signature	
Date	