



**MR 32/2017**

**Advertisement of Vacant Positions in India, Sri Lanka &  
Philippines**



**THE COMPANY – FEA**

Fiji Electricity Authority (FEA) is a government owned company solely responsible for supplying power throughout the Fiji Islands through Hydro, Diesel and wind mill generators which are located in different parts of Fiji.

The operations of the company are organized into three geographically defined divisions which correspond to the national administrative divisions as:

- Central Eastern Division based in the capital Suva
  - Suva, Lami, Navua, Tailevu, Levuka and part of the Coral Coast
- Wertern/Nothern Division based in Lautoka
  - Lautoka, Tavua, Ba, Sigatoka, Vatukoula, Northern Division (Labasa, Savusavu)

**2.0 Purpose and description of the Tender**

The Fiji Electricity Authority (FEA) is requesting for bids from reputable firms to advertise on behalf of FEA the following vacant positions in India, Sri Lanka & Philippines.

- VAC 12/17 – SUBSTATION ENGINEER PROJECTS
- VAC 13/17 – SENIOR SYSTEM CONTROL ENGINEER

**3.0 Scope of Works**

A detail proposal is required from qualified & reputable firms that have a proven record of this type of Human Resource Services. The Scope of work should include the following activities:

- a) Full detail cost of advertising in India, Sri Lanka & Philippines.
- b) The estimated date by which the advertisement will be posted in each of the countries.
- c) The estimated closing date of each vacancy.
- d) Provide FEA with all soft copy applications as all shortlisting, recruitment & selection will be handled by FEA.

**4.0 Cost Details**

Bidders shall use the table below to list the item with its associated cost.

<b>Work</b>	<b>India</b>	<b>Sri Lanka</b>	<b>Philippines</b>
Cost of advertisements			
Date of advertisement			
Date advertisement will close			

## 5.0 Detailed Job Description of Positions Being Advertised

### VAC 12/17 – SUBSTATION ENGINEER PROJECTS

The position will be based at the Authority's Kinoya Depot and will report to the Unit Leader Substation.

#### Key Responsibilities

- In consultation, develop engineering designs of Substation equipment specifications; determine the scope, cost, and schedule for the construction for Substation reinforcement projects;
- Create design documents and drawings for new substation projects including wiring diagrams from schematics, generating bills of materials, and applying field mark-ups of project as-built drawings with minimal supervision;
- Design and oversee the design of substation and switchyard projects including but not limited to protection and control, elementary drawings, SCADA, physical layout and design, underground and overhead conductor routing, sizing and design;
- Apply engineering application software to complete engineering tasks such as ground grid design, relay coordination, lighting, load flow, transformer sizing, and load flow and short circuit studies;
- Apply engineering standards including IEC, IEEE and ASNZ;
- Project Management & adhering contracts conditions for implementation & provide site supervision and administration, monitoring & reporting and ensure that project targets, timelines and deliverables are within budget allocations;
- Provide leadership, training, and mentoring to develop and maintain a highly competent substation engineering team;
- Interface with and coordinate civil and structural engineering resources and aspects of the substation and switchyard projects;
- See that personal and professional conduct is in keeping with professional, legal and organizational standards;
- Inspection, testing and commissioning of completed work to ensure compliance with specification and adopted work standards;
- Developing substation equipment specifications, and providing the engineering to determine the scope, cost, schedule and specifications for the construction of substation projects;
- Developing design alternatives recommending substation arrangements and equipment applications;
- Preparing Tender Specifications, evaluating vendor proposals and preparing material and equipment purchase recommendations;
- Coordinate substation projects serving as a project coordinator and a liaison between System Planning and Project Consultants and Turn-key Contractors;
- Develop on AutoCAD as built design, protection and control drawings of existing zone Substations;
- Review of design strategy, architecture, and design specifics for protection and control systems. Projects may focus on all types of conventional relaying design, as well as new SEL relay based on data communications links or local area network;

- Review of the production of General Arrangements, Circuit and Wiring Diagrams and the final approval of same;
- Prepare I/O list of Substation;
- Prepare pre-commissioning, cutover and commissioning plans of substation projects;
- Review FEA and contractor Risk Assessments and Method Statements;
- Ensure at all times that HSE considerations in all facets of activities are of top priority;
- Ensure all test are analysed and plants are energized in accordance to the minimum standards settings/results;
- Ensure all test conducted in accordance to manufacturer's specification and procedures and are results recorded and digitized for archiving;
- To use and maintain special testing equipments such as:
  - a. High Potential test set
  - b. Primary and secondary injection test set
  - c. Dielectric strength test set
  - d. Phasing stick and phase rotating meters
  - e. Multimeters
  - f. Transformer Turns ratio
  - g. Earth resistance meter
  - h. Digital Micro Ohm meter
  - i. Transformer Oil filter plant Dfd
  - j. Vacuum integrity Tester
  - k. Circuit Breaker timing test (CBT400)
  - l. Battery Impedance Tester
  - m. HV contact and proximity Tester
  - n. Insulation Resistance Tester
  - o. Variable transformers (Variac)
  - p. SF6 leakage meter
  - q. DELTA 2000 Capacitance Tan delta testing
  - r. Any other new instrument
- Assist in the documentation of all working procedures relative to the Substation and accountable and responsible of complying of:
  - a. Safe Working Procedures
  - b. Permit to Test (PTT)

- c. Substation maintenance guidelines
  - d. operational and maintenance manuals
  - e. FEA safety Manual
  - f. All applicable FEA administrative circulars, policies and house rules
  - g. Recommend safety procedures and standard practices to ensure maintenance activities proceed safely and efficiently.
- Implement Asset Management and Management Plans for Substation;
  - Implementation of risk management program (known as RISCORE);
  - Training/Up-skilling & Optimum Resourcing of Personnel to carry out Accountabilities;
  - Monitor & Report weekly, Monthly and Annual business Performance via the Network Scorecard & Key Performance Indicators, OPEX and CAPEX budgets;
  - Ensure at all times that HSE considerations in all facets of activities are of top priority;
  - The ability to interface with various internal support groups to develop optimal design solutions; These groups will typically include planning, relaying & protection, drafting, GIS, finance, Lands, SCADA, Substation testing, and operating personnel;
  - Documentation of all working procedures relative to the business;
  - Consultation & Cooperation with other peers to optimize power systems;
  - Endeavour to continuously bridge the benchmark gaps as set out in the Scorecard;
  - Analyse information from many sources, compile conclusions and make recommendations;
  - Undertake defined modifications/reviews to procedures; draft manuals/instructions;
  - Monitor and provide guidance and direction to staff on quality standards;
  - Provide constructive feedback and guidance to staff on maintaining image and value standards;
  - Carry out HV switching of 132kV, 33kV, 11kV, 6.6kV, 3.3kV and 415V system;
  - Required to drive FEA vehicles, and be available to be rostered for afterhours Standby Duties;
  - Maintain the OHS requirements of both FEA and Fiji legislation;
  - Perform other work-related duties consistent with responsibilities assigned to the position as required by the Unit Leader Substation.

### **Key Requirements**

- The candidate should have Bachelor of Engineering in the Electrical Engineering field from recognised tertiary institution with at least five to eight years of work experience;
- The candidate should be authorized in switching and must possess a valid (not provisional) driver's license.

### **VAC 13/17 – SENIOR SYSTEM CONTROL ENGINEER**

The position will be based at the Authority's National Control Centre, Vuda and will report to the Unit Leader System Control.

### **Key Responsibilities**

- Control and monitor the Authority's power system, and coordinate the work on the High Voltage apparatus so as to maintain a safe, reliable and efficient operation of the system;
- Make operational decision and take corrective measures related to power system operations;
- Carry out operations related to equipment outages, commissioning and routines;
- Carry out review of daily power system reports and switching programs;
- Apply engineering software such as MiPower or any other recognized software in system control applications;
- Determine power transfer capability of transmission lines and distribution feeders in normal and during emergency operations;
- Evaluate the appropriateness of a planned power outage with respect to customer demands for continued service and possible financial ramifications of shutting power down for a specified duration;
- Prepare contingency plans to manage power system security for planned, unplanned and emergency situations;
- Carry out economic dispatching of generation plants to meet the system load at the lowest possible cost;
- Optimize the sequence of the various restoration operations to significantly reduce the duration of an outage;
- Review Under Frequency Load Shedding and Special Protection Schemes for the power systems and make recommendations for any changes required;
- Make recommendations on the governing regulations such as FEA Grid Code standards that apply to transmission operating limits, voltage and frequency controls, synchronization parameters and system restoration;
- Work with various internal support teams including customer services, generation, planning, protection, GIS, SCADA, substation, transmission and distribution;
- Provide guidance to System Control Staff in calculating Power System Reliability Indices using available data to measure the performance of the power system;
- Carry out duties in accordance with the Authority's health, safety and environmental principles, corporate values and strategies;
- Required to drive FEA vehicles, and be available to work afterhours;
- Provide leadership, training, and mentoring to develop and maintain a highly competent system control team.

### **Key Requirements**

- The candidate should have a Bachelor of Engineering Degree in Electrical Engineering from a recognised tertiary institution with at least fifteen years of work experience in the power system operations, control and planning;
- The candidate should be a corporate member of a recognized engineering institution and have a valid driver's licence;
- Possession of good knowledge in SCADA system;
- Analytical thinking, meticulous and able to work under pressure;
- Mature and pleasant personality with good communication skills and a good team player

## **6.0 Eligibility / Selection Criteria of the Bidder**



The bidder shall be a registered firms who are qualified, well versed and trained for Human Resources Services.

The vendors shall submit the names/contacts, references of local companies, utilities or projects where they have previously undertaken such services which are similar in nature.

**7.0 Bidder Details**

The Bidder shall provide all the necessary information specified in the tables below:

General
<b>The registered name of the Bidder:</b>
<b>Business address for correspondence:</b> <i>(Location, Street , Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
<b>Contact name of the Authorised Person:</b>
<b>Contact’s position:</b> <b>Contact addresses if different from above</b> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
<b>Business structure:</b>
<b>Include the organisations years of experience in this field and reputation in the market place.</b>
Company Profile(s)
Reference Sites.  [Details of at least <b>two</b> similar Projects in the last 3 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner]

**8.0 Price Validity**

The price shall remain valid for acceptance within 3 months from the date of opening of bids and bidders shall not withdraw or amend their proposal prior to the expiration of the validity period.

In exceptional circumstances prior to expiry of the original validity period, the Authority may request the Tenderer for an extension in the period of validity. The request and the response



thereto shall be in writing. The tenderer agreeing to the request will not be permitted to amend his tender price.

## **9.0 Payment Terms**

FEA shall pay the invoice amount in foreign currency to the overseas bank account nominated by the successful firm within 30 days of receipt of the invoice subject to the closing of the advertisement. The local bidders will be paid in Fijian dollars.

## **13.0 Tender Evaluation**

After the bids are received, it will go through a normal tender evaluation process as per FEA's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender award process.

The successful bidder will enter into a contract with FEA as mutually agreed. All terms & condition, and pricing details will be stipulated in contract documents.

## **14.0 Submission of Tenders**

**It is mandatory for Bidders to upload a copy of their bid in the TENDER LINK Electronic Tender Box no later than 4:00pm, on Wednesday, 01<sup>st</sup> March, 2017.**

To register your interest and tender a response, view 'Current Tenders' at:

<https://www.tenderlink.com/fea>

For further information contact The Secretary Tender Committee, by e-mail

[TDelairewa@fea.com.fj](mailto:TDelairewa@fea.com.fj)

In additional, hard copies of the tender, one original and one copy must be deposited in the tender box located at the FEA Head Office, 2 Marlow Street, Suva, Fiji no later than **4:00pm, on Wednesday, 01<sup>st</sup> March, 2017**- Addressed as

**Tender – MR 32/2017 – Advertisement of Vacant Positions in India, Sri Lanka & Philippines.**

**The Secretary Tender Committee  
Fiji Electricity Authority  
Head Office  
Suva**



Fiji

- **Hard copies of the Tender bid will also be accepted after the closing date and time provided a soft copy is uploaded in the e-Tender Box and it is dispatched before the closing date and time.**

Tenders received after **4:00pm** on the closing date of **Wednesday, 01<sup>st</sup> March, 2017**.

- will not be considered.
- Lowest bid will not necessarily be accepted as successful bid.
- **It is the responsibility of the bidder to pay courier chargers and all other cost associated with the delivery of the hard copy of the Tender submission including any Duties/Taxes. Hard copies of the Tender submission via Post Box will not be considered.**