

Are you self-motivated? Enthusiastic and driven?



VAC 15/2023: PRINCIPAL OFFICER – HOTEL & TOURISM INVESTMENT [SUVA]

Reporting to Manager Hotel & Tourism Investment, you will play a key role in achieving the Investment asset allocation of diversification into more growth assets for Hotel & Tourism Investment and to attain the target return that will contribute positively to return on investment and achieve long-term sustainable return.

Position Requirements

- Post graduate diploma in Finance or equivalent.
- Masters in Finance or equivalent would be an advantage.
- At least three (3) years' experience in assessment and analysis of tourism investment proposals.
- Membership of a Professional Society of Finance or Investment.
- Experience in managing and monitoring Tourism investment projects.
- Knowledge of implementing hotel profit enhancement activities.
- Experience with:
 - Implementing synergies/clustering across hotels;
 - Managing hotel operators management contracts;
 - Dealing with Hotel/Tourism Stakeholders.
- Excellent communication, interpersonal and report writing skills.
- Strong analytical skills and attention to detail.
- Secretariat & Project Management skills.
- Highly developed negotiation and conflict resolution skills.
- Proficiency with Microsoft Office Program.

VAC 16/2023: LEGAL COUNSEL [SUVA & LAUTOKA]

Reporting to Manager Legal & Principal Legal Counsel, you play a key role in the enforcement of the FNPf Act 2011. This is an operational legal advisory role with emphasis on prosecuting employers for failure to pay mandatory contributions for their employees. The role also critically supports the corporate function of the Legal Team with the ability to negotiate and document contractual arrangements.

Position Requirements

- Bachelor of Law with a valid practicing certificate to practice law in Fiji.
- Postgraduate qualification would be an advantage.
- At least four (4) years' post admission work experience as in house legal counsel or similar practice in commercial matters, litigation, conveyancing and other relevant areas of law.
- Sound knowledge and understanding of all applicable laws, rules and regulations.
- Excellent legal negotiation skills with the ability to safeguard the Fund's interest at all times with external stakeholders.
- Good command and familiarity of commercial contractual terms with the ability to draft and review different types of contracts.
- Must have good working knowledge of the FNPf Act 2011.
- Well versed with the Court Rules and related laws.
- High degree of professional ethics and integrity.

- Excellent communication and interpersonal skills.
- Must have a valid group 2 full driver's license.
- Able to work independently and travel outside immediate place work as and when required.
- Proficient with Microsoft Office programs.

VAC 17/2023: PROPERTY ACCOUNTS OFFICER [SUVA]

Reporting to Property Accountant, you will be responsible for providing accounting service and advice to Properties Team and assist Management in the achievement of departmental objectives.

Position Requirements

- Degree in Accounting & Financial Management or equivalent.
- At least one (1) year's experience in a similar role or in an accounting discipline.
- Excellent communication and interpersonal skills.
- Flexible and willingness to assist with a variety of other tasks within the Department.
- Proactive and solution oriented.
- Excellent planning, coordination and priority setting abilities.
- Attention to detail and quality driven.
- Strong analytical skills.
- Able to work under pressure and within tight deadlines.
- Proficiency with Microsoft Office Program.

VAC 18/2023: MARKETING OFFICER [SUVA]

Reporting to Team Lead Public Relations & Marketing, you will play a key role in marketing FNPf products and services.

Position Requirements

- Bachelor's Degree in Marketing, Business Administration or equivalent.
- At least five (5) years' of professional experience in a similar role.
- Proven experience in managing and developing marketing campaigns.
- Experience with events management and in conducting stakeholder engagement activities.
- Familiar with website content management system.
- Good understanding of statistical and data analysis methods.
- Thorough knowledge of social media and web analytics.
- Proven experience in conceptualizing, copy writing, content management, scheduling and monitoring.
- Excellent communication, interpersonal and negotiation skills.
- Creativity and commercial awareness.
- A team player with a customer oriented approach.
- Proficient with Microsoft Office, graphics and video editing softwares.



A detailed job description for the above position can be accessible on the following link: <https://www.myfnpf.com.fj/index.php/careers> or by scanning the QR code.

A market driven salary will be offered to the successful candidate. Please note that incomplete and late applications will not be considered. To submit your applications please visit our website: [myfnpf.com.fj](https://www.myfnpf.com.fj).

Applications close on Friday 24th March, 2023

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