Are you self-motivated? Enthusiastic and driven?

VAC 32/2026: INVESTMENT OFFICER – TREASURY X 1 [SUVA]

Reporting to the Manager Treasury & Fixed Income, you will be responsible for managing the efficient utilization of cash and financial services in accordance with the FNPF Act and relevant policies. You will play a key role in supporting the Fund's daily cash management requirements, while also preparing cash flow reports and conducting financial analysis for the Main FNPF Fund, Retirement Income Fund (RIF), and Special Death Benefit Fund (SDB).

Position Requirements

- Bachelor's degree in finance, accounting, economics or business administration from a recognized institution.
- At least two (2) years' hands-on experience in Treasury or Cash Management related field.
- Membership of a Professional Society of Finance or Investment.
- Knowledge of Fund Management.
- Knowledge of financing techniques and investment management.
- Advance mathematical skills and forecasting skills.
- Utilizes economic, financial, and industry information to assess business performance, identify opportunities, support strategic decision-making, and drive cost-effective investment outcomes.
- Demonstrates effective written and verbal communication skills, with a sound understanding of organizational operations and objectives.
- Possesses advanced skills in Microsoft Office applications, particularly Excel, Word, and PowerPoint, to support reporting, analysis, and presentations.

VAC 33/2026: POLICY & GOVERNANCE OFFICER X 1 [SUVA]

Reporting to the Manager Governance & Risk, you will be responsible for developing, reviewing, and updating the Fund's policy frameworks, standard operating procedures, service level agreements, and guidelines in consultation with relevant business units. The incumbent must possess a thorough understanding of systems, processes, workflows, business requirements, regulatory standards, and industry best practices to effectively develop policies and provide governance-related advice to Management and internal stakeholders. The position also ensures compliance with Reserve Bank of Fiji policy requirements, supports compliance assessments by providing technical expertise, and offers guidance on policy interpretation and governance matters, including advice to the Board Secretariat.

Position Requirements

- Bachelor's degree in accounting & finance, management & public administration, economics or related discipline.
- At least 2 years' experience in Policy & Governance role preferably in financial institutions.
- Possesses strong analytical, investigative, and problem-solving abilities to identify issues and implement practical solutions.
- Generates creative ideas, adds value through innovation, and contributes to process improvements across the organization.
- Highly motivated, goal-driven, and able to work under pressure while demonstrating flexibility and multi-skilling capabilities.
- Maintains sound knowledge of the Fund's processes, systems, policies, and procedures, with a broad understanding of organization-wide operations.
- Demonstrates strong verbal and written communication skills, maintains a positive attitude, and works collaboratively as a team player.

VAC 34/2026: SENIOR HR SPECIALIST X 1 [SUVA]

Reporting to the Manager HR Operations, you will be responsible for supporting the effective management of day-to-day HR operations and ensuring the delivery of efficient, high-quality HR services across the organization. The role assists in the development and implementation of HR policies and practices, ensures compliance with relevant employment legislation and organizational requirements, and serves as the HR Operations Business Partner for assigned divisions.

Position Requirements

- Bachelor's degree in human resources, Business Administration, or related field.
- More than 5 years experience in HR, with at least 1-2 years in a senior role.
- Experience in employee relations and conflict resolution.
- Experience in recruitment and talent acquisition.
- Strong knowledge of HR Systems and databases.
- In-depth knowledge of labour law and HR best practices.
- Excellent communication and leadership skills.
- Ability to handle sensitive and confidential information.
- Strong analytical and problem-solving skills.
- Ability to manage multiple priorities and/or projects.
- Excellent communication and negotiation skills.

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.**

Applications close on Monday, 12 October 2026

information@fnpf.com.fj www.myfnpf.com.fj 3307 811

FIJI NATIONAL PROVIDENT FUND

FNPF
securing your future