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| Job Title | Principal Investment Officer – Hotel and Tourism Investment |
| Grade | 3C |
| Business Unit | Investment |
| Reports to | Manager Hotels and Tourism Investments |
| Location | Suva |

Job purpose

To achieve the Investment asset allocation of diversification into more growth assets for Hotel/Tourism investment and attain the target return that will contribute positively to return on investment and achieve long-term sustainable return. Monitoring, reporting and assessing the performance of Hotels/Tourism Investments following approved policies and benchmarks to maximize returns. Assess and invest in hotel value chain investment opportunities. Assess and recommend options of derisking hotel portfolio exposure as part of exit plan including conditions as to timing as to derisking. Implement strategies to continually grow the valuation of the Hotel and Tourism Investment portfolio.

Duties and responsibilities

The key duties and responsibilities of the role include:

1. Actively monitor existing tourism investments for the FNNP Hotels to achieve the key measures in the Annual Budget for each hotel.
2. Develop, implement and monitor growth concepts across FNNP Hotels.
3. Monitor and manage Hotels cashflow to ensure no liquidity crisis for hotel cash flow to impact Owners return.
4. Develop at least two (2) profit enhancement strategies and initiatives per FY to boost Owners return.
5. Implement the profit enhancement initiatives to realize its expected returns.
6. Undertake internal Desktop business valuation for FNNP Hotels.
7. Monitor and manage compliance on the Hotel Operators Management Agreements
8. Prepare scope of works for engagement of consultants for Hotel Projects.
9. Assist with contract negotiations and contract management of new tourism investments and profit enhancement activities.
10. Compile Project Budget and Feasibility for new tourism investments.
11. Prepare and monitor Project Financing for new tourism investments.
12. Monitor Project Budget and Programme for new tourism investments.
13. Maintaining Risk registers for each FNNP Hotel entity.
14. Review tourism Project monthly reports and updates to Project Control Group and Board.
15. Prepare monthly and quarterly reporting for Board and Management on the

- tourism portfolio.
16. Compile the annual tourism income budget and tracking of budget vs actuals.
 17. Act as Company Secretary Role in FNPF Tourism Subsidiary companies.
 18. Preparation and Presentation of Board papers for FNPF hotels subsidiaries.
 19. Assessment of Tender submissions and recommendation for appointments of tourism investments consultants, contractors.
 20. Co-ordinate Tender Evaluation Committees for Tourism projects funded by subsidiaries company projects.
 21. Perform any other duties as assigned by the Manager or Division Head.

Education & Experience

- 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 hotel profit enhancement activities.
- Experience with managing hotel operators management contracts.
- Experience with dealing with Hotel/ Tourism stakeholders.

Key Competencies

Communication

- Communicate effectively with both internal and external stakeholders and build a good working relationships.
- Ability to present board papers and effectively convey the key items of the presentation.

Problem solving

- Study and understand the issues and the causes, communicate with stakeholders where required and devise alternative ways of solving the problems.
- Analyze the alternatives and recommend best solution(s).
- Communicate the solution to the team
- Ensure solutions are implemented properly and the issues are resolved.
- Continuous communication with the team and feedback from stakeholders to ensure that the issue or any new issues are resolved seamlessly.

Initiative and Enterprise

- Review current processes and workflow to ensure that the task are being carried out in the most efficient way.
- Improve processes and documents to improve productivity.
- Challenge the current hotel policies and guidelines to ensure robust workflow and clear out bottle-neck situations.
- Monitor Hotel Operators compliance with Hotel Management Contracts
- Develop Profit enhancement initiatives to improve returns
- Develop strategies to maximize on synergies amongst hotels

Planning and organizing

- Plan and organize key project deliveries in the order of priority.
- Sort out day to day activities in the order of priority and time require.
- Manage multiple task within a predefined timeframe.
- Evaluate progress made on project and determine whether the project could be completed within the timeframe or weather extension of time is required.
- Update management on the progress and status of key projects.

Learning

- Ability to learn and understand new concepts quickly.

Technology

- Proficient use of computer and other electronic devise that is necessary to efficiently undertake the assigned task.
- Proficient use of MS office suites such as MS Word, MS Excel, MS PowerPoint, etc
- Good working knowledge on the use of Investment database

Reporting Structure

Direct Reports: 1 x Senior Investment Officer & 1 x Investment Officer

Indirect Reports: None

Authority Levels

Financial: As per DLA

Staff: As per DLA

Contractual: As per DLA

Internal & External Contacts

Internal Contact

- All Department staff
- Manager Hotel and Tourism Investment
- Investment Staff and management
- Subsidiaries Finance team

External Contacts

- FNPF Hotels Management and staff
- Members
- General Public
- Hotels and Tourism Stakeholders
- Statutory Authorities
- Consultants
- Hotel developers
- Hotel Operators Design team

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF Hotels, branches & agencies or, to work in other functional areas for job rotation, for developmental purposes, work attachments or other purposes.