



VACANCY

The Housing Authority is Fiji's premier housing developer and its core-function is to develop and deliver affordable and quality land and housing packages to its customers together with competitive mortgage financing options.

The Authority seeks to recruit dynamic, self-motivated, and high achiever individuals with strong commitment to the on-going improvement of the organization, for the following position:

VACANCY 002/2016: PROJECT ACCOUNTANT [1 POSITION]

This position will be based at the Finance & Administration Division at the Authority's Headquarters in Valelevu, Nasinu.

The incumbent is responsible for all financial related activities of a single or multiple development projects. This will include applying various cost control processes and business management strategies to ensure integrity throughout the entire project design/construction process. In addition, this position will be knowledgeable of HA funding criteria (coordination of scope/cost/timing/risk management) and seek all necessary approvals with complete accountability of the proper disbursement and/or return of funds as per Policy.

Qualification and Experience

Must have a Bachelor's Degree in Accounting or Finance Management, 3-5 years of financial management/real estate development experience performing cost accounting, financial reporting, feasibility analysis, risk management (contract) functions and overall project controls administration.

Knowledge and Skill Requirements

- Have experience with competitive bid/tender process, including the creation of the bid list, evaluation of bids and assuming timely award/execution of contracts
- Advanced computer skills (Excel, Access) etc; Financial modeling skills
- Possess a strong understanding of integrated financial systems
- Excellent partnership and teaming skills
- Excellent verbal and written communication skills
- Strong organizational skills and ability to multi-task
- Demonstrated ability to perform in a dynamic environment
- Ability to interact with senior level management and develop credibility through professional presence and job knowledge.
- Ability to develop, analyse, interpret and provide internal distribution of financial information relating to project costs in order to monitor and track project performance against budget
- Developing inventory analysis reports and analyzing variances

Essential Attributes

- Must be a strategic thinker and possess excellent interpersonal, analytical and presentation skills
- Proven ability to work within tight deadlines and with minimal supervision
- Strong service orientation
- Good systems and process analysis skills

- Must be a team player committed to working in a continuously improving and quality environment
- Must possess a valid driver's license
- To be a member of the Fiji Institute of Accountants

VACANCY 003/2016: ICT HELP DESK ADMINISTRATOR [1 POSITION]

This position will be based at the Finance & Administration Division at the Authority's Headquarters in Valelevu, Nasinu.

The incumbent will work as part of the ICT Technical Support team under the supervision of the Systems & Network Administrator and reporting to Manager ICT. The incumbent is responsible for providing technical assistance and support related to computer systems, hardware, or software, responds to queries, runs diagnostic programs, isolates problem, and determines and implements solution.

Qualification and Experience:

A Diploma in a relevant area of IT plus 3 to 5 years' experience in an end-user support environment plus first-hand experience in Help Desk administration. A combination of the above with relevant accreditation & certification from CompTIA, Microsoft, or Cisco.

Knowledge and Skill Requirements

- Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
- Respond to queries either in person or over the phone.
- Provide on-the-job training for computer users.
- Respond to email messages for customers seeking help.
- Ask questions to determine nature of problem.
- Walk customer through problem-solving process.
- Install, modify, and repair computer hardware.
- Clean up computers.
- Run diagnostic programs to resolve problems.
- Resolve technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems.
- Install computer peripherals for users.
- Follow up with customers to ensure issue has been resolved.
- Gain feedback from customers about computer usage.
- Run reports to determine malfunctions that continue to occur.

VACANCY 004/2016: FINANCE EXECUTIVE - CASHIER [1 POSITION]

This position will be based at the Finance & Administration Division at the Authority's Headquarters in Valelevu, Nasinu.

The incumbent will work as part of the Finance team under the supervision of the Financial Accountant and reporting to Manager Finance. The incumbent is responsible in ensuring that all cash receipts for HAF are properly recorded and reconciled; include monitoring and advising Accountant and Management on the daily cash flow position and recommend investment of any surplus funds borrowing.

Qualification & Experience

A Diploma in Accounting with 3 years minimum experience, Computer literate especially in MS package, good interpersonal skills, team oriented and willingness to learn and adapt to change and good understanding of Housing Authority's strategies, financial policies, procedures and operational guides.

Knowledge and Skill Requirements

- To ensure that all cash receipts for the Authority are properly recorded and reconciled.
- To ensure that a proper record of Employer remittances
- Provide accurate and timely reports to Management, as and when requested.
- Management and reconciliation of petty cash records.
- Management of standing instructions on daily basis.
- Cheque disbursement to vendors.
- Other ad hoc duties assigned by the Finance Manager

Remuneration

The successful candidate will be offered a **3-years contract** with an attractive remuneration package commensurate with qualification, experience and skills. Employment contract is renewed based on productive performance with good medical status.

Application

Your letter of application stating the position of your choice together with a copy of your CV and all relevant documents, names of three work related referees with their telephone and email contacts, should be forwarded no later than **4.00pm, Friday 29th April, 2016** to, The Manager Human Resources & Training, Housing Authority, PO Box 1263, Suva, or hand delivered to Housing Authority, Valelevu House, Nasinu, or emailed to recruitment@housing.com.fj. All applications will be treated with strict confidence.