



# V A C A N C Y

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 achieving individuals with strong commitment to on-going improvement of the organization, for the following positions:

## **VACANCY 046/2017: GENERAL MANAGER PROJECTS/CONSTRUCTION**

This position will be based at the Technical Services Department, Land and Housing Development Division (LHDD), primarily based at the Authority's Headquarters in Valelevu, Nasinu and could be posted to any project site.

The position will represent the Authority's interests by managing and overseeing the operational affairs of the Land and Housing Development Division's Construction Department.

### **Qualifications and Knowledge:**

- Bachelor of Engineering / Bachelor of Technology. A higher relevant qualification will have an added advantage;
- 18 to 25 years relevant experience;
- Sound knowledge of E&M, mechanical, HVAC construction related implementation; and
- Demonstrated working knowledge of construction related software.

### **Essential Attributes and Skills:**

- Experience of working with Contractors Company / Direct Construction Industry for construction of multi-level (strata) buildings;
- Experience of construction of residential buildings, social infrastructure buildings like hospitals, schools and community centers;
- Experience of commercial and hospitality buildings construction;
- Project management experience with value engineering and cost effectiveness;
- Experience in labour management and procurement of labour along with facilitating labour camps/accommodation;
- Experience in working in cyclone and or earth quake prone areas; and
- Proficiency in English language and related computer skills.

## **VACANCY 047/2017: CLERK OF WORKS**

This position will report to the Manager Technical Services and based at the Technical Services, Land & Housing Development Division, at the Authority's Headquarters in Valelevu, Nasinu and can be posted to any regional branch.

The incumbent will be responsible to the relevant Project Engineer for the specific project in monitoring work carried out by contractors to specification, schedule and standards, through the use of correct materials and workmanship.

### **Qualification and Knowledge:**

- Diploma in Civil Engineering from a recognized institution;
- 3-5 years hands-on experience in land development;
- Demonstrated knowledge of construction and building industry practices in Fiji;
- Demonstrated knowledge of AutoCAD and 12D software;
- Thorough knowledge of Microsoft Office applications; and
- Professional Membership would be an added advantage.

### **Essential Attributes and Skills:**

- Possess excellent analytical, people management and communication skills;

- Technically competent with great attention to detail;
- Proven ability to work within tight deadlines and with minimal supervision;
- Strong service orientation; and
- Valid Class 2 driver's license.

### **Remuneration**

The successful candidates for the above vacancies will be offered **3-year contracts** with an attractive remuneration package commensurate with qualification, experience and skills.

### **Application**

Applications **quoting the position of your choice** should include a *current resume with certified copies of relevant documents* and *names of three (3) work related referees with their telephone and email contacts*, should be forwarded no later than **4.00pm, 29<sup>th</sup> December, 2017** to, The Manager Human Resources & Training, Housing Authority, PO Box 1263, Suva, or hand delivered to Housing Authority, Valelevu House, Nasinu. Applications can also be emailed to [recruitment@housing.com.fj](mailto:recruitment@housing.com.fj).

Job description can be obtained from <http://www.housing.com.fj/vacancies>. All applications will be treated with strict confidence. Incomplete and late submissions will not be accepted.

Due to the large number of applications received for HA vacancies, only shortlisted candidates will be contacted for an interview. We thank all applicants in advance for expressing interest in joining the HA Community.