



Public Rental Board (PRB), was established to provide affordable rental flats to low income earners on a transitional basis. PRB is a Commercial Statutory Authority which currently has over 1,600 tenants in 21 rental estates throughout Fiji and is governed by Housing Act 1955.

PRB is seeking to recruit a passionate and results driven individual to undertake the role of the **General Manager** who will be responsible to take the business to the next level. This is an Executive position with the successful incumbent reporting directly to the Board of Directors and will be based at its Head office, 132 Grantham Road, Raiwaqa, Suva.

Principal Accountabilities

- Formulate for approval key strategic plans by sensing environment trends, evaluate alternatives by ensuring short and long-term plans that are compatible with the PRB mission, are developed and implemented throughout the organization
- Implement the corporate plan and all existing policies and directives of the Board and monitor the degree of success and failures of such policies and directives and inform the Board accordingly
- Overall responsibility for the acquisition and development of land and the construction of new PRB flats
- Securing sufficient and timely resources from Government and the financial markets to finance PRB activities
- Ensure that an effective, competent and motivated workforce is recruited and retained
- Oversee the protection of and proper account of PRB assets and ensure these are fully utilized
- Oversee expenditure against budgets
- Ensure development and provision of well-reasoned, well researched and sound policy advice in a timely, accurate and objective manner
- Provide leadership, guidance, and direction to all units through regular communication and coaching to ensure sound corporate management
- Ensure all PRB operations/ activities comply and adhere to relevant regulations and statutes
- Ensure a responsible and dynamic image is presented for the PRB in all its dealings, develop and maintain excellent relations with all relevant bodies
- Ensure effective implementation of the Performance Management System through the adherence to set administrative guidelines

Minimum Qualification, Knowledge and Experience

- A Master's Degree in Management, Accounting and Financial Management or related fields from a recognized institution.
- Minimum of 5 years of highly relevant professional experience in similar position is desired.
- Strong leadership skills and the ability to empower employees.
- Ability to establish and maintain excellent and sustainable working relationships with the customers and stakeholders to achieve required goals.
- Concern for public image and the ability to lead by example through demonstrated ethical behavior in order to make challenging decisions and implement improvements.
- Excellent communication, team building and negotiation skills.
- Change management skills is highly desirable.

Remuneration

An attractive remuneration package commensurate with qualifications and experience will be negotiated with the successful candidate. Applications for this position should include **a current resume with an outline of your proven experience to carry out the role and how you meet the criteria above.**

All applications will be treated with strict confidence and should be received by **Friday 14th February 2020** quoting **"General Manager - Public Rental Board"**. Applications could also be emailed at vacancies@prb.com.fj. Telephone enquires may be directed to Ms. Shalin Lata on (679) 338 7787 or mobile 891 0818.

"The Chairman - Housing Authority"
P O Box 5275, Raiwaqa.