



CAREER OPPORTUNITY

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

The Authority seeks to recruit dynamic, innovative, enthusiastic, results-oriented, mission focused and high achievers for the following positions:

1. **VACANCY 01/2020: PERSONAL ASSISTANT – GENERAL MANAGER CUSTOMER RELATIONS**

This role is to be based at the Authority's regional branch in Nasinu and can be posted to any regional site.

1.1 Qualification

Diploma in Business Administration/Secretarial or relevant discipline from a recognized institute.

1.2 Experience

Three to five (3-5) years relevant experience and knowledge of performance appraisals and budgeting would be an added advantage.

2. **VACANCY 02/2020: FINANCE EXECUTIVE**

This role is to be based at the Authority's regional branch in Nasinu and can be posted to any regional site.

2.1 Qualification

Diploma in Accounting or related discipline from a recognized institute.

2.2 Experience

Three (3) years' relevant experience.

Remuneration

The successful candidate(s) will be offered **3-year contract** with an attractive remuneration package commensurate with qualification, experience and skills.

Application

Application showing the **vacancy number and position title** should include *cover letter, 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, Friday 31st January, 2020** 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.

Please view the Job descriptions on the HA website on <http://www.housing.com.fj/careers> and contact the Manager HR & Training on 9993410 or email achand2@housing.com.fj for any queries. All applications will be treated with strict confidence. Incomplete and late submissions will not be accepted.

(Housing Authority is an Equal Opportunity Employer)