



# VACANCIES

The vision of Housing Authority is *'Helping Fijians Own Affordable Homes'*. This is aimed by ensuring delivery of consistent, accurate and high quality on time service to our clients, every time, all the time. The Housing Authority is inviting suitable qualified and eligible applications for the following positions: -

## **1.0 VACANCY 10/2023: Manager Finance (1 position) Re-advertised**

This position is responsible for the entire accounting function and associated financial matters of the Authority.

### **1.1 Qualification**

A degree in Accounting/ Finance or related discipline.

### **1.2 Experience**

Sound understanding of accounting principles and their practical application in the financial environment.

A good working knowledge of PC applications.

Good leadership ability.

Strong people management and communication skills.

Good understanding of HAF's strategies, policies and procedures.

Strong analytical skills.

## **2.0 VACANCY 11/2023: Management Accountant (1 position)**

The ideal candidate demonstrates interest in managing any of the accounting activities, including bank reconciliations, accounts payable and accounts receivable, reconciliation, borrowing portfolio, lending portfolio, budget and understand internal controls to comply with audit requirement and filing for statutory reports to Government Ministries and Reserve Bank of Fiji. Keeping accurate records for all daily transactions administering accounting operations to comply with standards and meet legal requirements

### **2.1 Qualification**

A degree in Accounting/ Finance or related discipline.

### **2.2 Experience**

5 years' relevant work experience

Computer literacy

Good interpersonal skills

Good communication (written and verbal) skills

Team oriented and willingness to learn and adapt to change.

Highly motivated

Rational thinking

Problem Solving

Innovative

### **3.0 VACANCY 12/2023: LEARNING & DEVELOPMENT SPECIALIST (1 position) Re- advertised**

The overall coordination of the HA Learning and Development, this includes the formulation of Annual Training Plans, research and development of training materials, proper up keep of the Library and the supervision of the Unit in the fulfilment of the department of Talent & Culture role. Formulation of the Annual Training Plan/Handbook.

#### **3.1 Qualification**

A University degree in Human Resource Management/Business Studies or equivalent.

#### **3.2 Experience**

Officers are required to be registered as Training Instructor or Training Officer with the Training and Productivity Authority of Fiji (TPAF).

### **4.0 VACANCY 13/ 2023: TALENT & CULTURE BUSINESS PARTNER (1 position) Team Leader level**

Assist the Head of Talent & Culture in facilitating of the recruitment and selection process, daily employee relations issues, from implementation and monitoring of the HA employment policies. Ensure the effective and efficient planning of the Units work programmes and supervision of the Units staff and work.

#### **4.1 Qualification**

Qualification required for appointment to this position should possess relevant Degree in IR and HR Management.

#### **4.2 Experience**

5 years' experience or have relevant skills and experience in this particular field in any other organization.

### **Remuneration**

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

### **Application**

Please submit email application, indicating the position and vacancy number, CV, detailed cover letter and copies of academic transcripts with names of three (3) work related referees [of which one has to be the current/recent supervisor] to [recruitment@housing.com.fj](mailto:recruitment@housing.com.fj)

Applications close on **04.30pm Monday 3 April 2023**. Incomplete and late submissions will not be accepted.

Please view the Job descriptions on the HA website on <http://www.housing.com.fj/careers>. All applications will be treated with strict confidence.

***(Housing Authority is an Equal Opportunity Employer)***