



## HOUSING AUTHORITY 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 24/2023: Executive Assistant**

The Executive Assistant will manage and operate the affairs of the Office of Chief Executive including all required secretarial and administrative matters. The role is required to contribute towards the achievement of departmental and divisional goals and objectives.

#### **1.1 Qualification**

Diploma in Business Administration/Secretarial or relevant qualification.

#### **1.2 Experience**

1. At least 3-5 years of relevant work experience;
2. Mature and able to maintain confidentiality in all matters handled at the CEO's office;
3. Understanding Housing Authority's strategies, policies, procedures and operational guides;
4. Expertise, Judgment and Diplomacy is required;
5. Computer literacy;
6. Good interpersonal skills;
7. Good communication (written and verbal) skills;
8. Willingness to learn and adapt;
9. Highly motivated;
10. Rational thinking;
11. Problem Solving;
12. Team oriented;

### **2.0 VACANCY 25/2023: Branch Manager North (1 position)**

This position has responsibility for the Authority's performance in pursuit of its financial goals and objectives. This position primarily has the responsibility of growing the customer and product base of the Authority. Its purpose is to support HAF's business objectives by facilitating the sales growth of HAF's products.

The incumbent will take responsibility for the sales, marketing, research, sales analysis, product development and related functions.

#### **Qualification**

- 2.1 A Degree in Finance/Management and/or Business Administration plus appropriate membership of professional bodies;

#### **2.2 Experience**

- Substantial experience in sales, marketing and product development;
- Some knowledge in operational executive banking/finance/ credit assessment, control and/or credit recovery management position with a leading financial institution(s) in both Fiji and elsewhere;
- Demonstrated risk assessment skills and knowledge of accounting and legal practices.

**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 4 September 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)***