



HOUSING AUTHORITY VACANCY

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 position: -

1.0 VACANCY 3/2023: FINANCE EXECUTIVE (RE-ADVERTISED)

This role is responsible to ensure that all cash receipts for HA are properly recorded and reconciled including salary deductions, bank reconciliation, payment processing, fixed assets, taxes, procurement, stationery, and financial portfolios. They also manage property projects, contractor claims, budgets, and cashier duties while providing various reports and ensuring accurate financial records.

1.1 Qualification

- Diploma in Accounting or related discipline
- 3 years' 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

2.0 VACANCY 30/2023: PROJECT ARCHITECT

This role focuses on investigating and designing for land and housing development. Responsibilities encompass design compliance, drawing creation using software, and client communication. It also involves record-keeping, cost estimation, construction supervision, and stakeholder management.

2.1 Qualification

- Must have a Diploma / Advanced Diploma in Civil Engineering or Architectural Technology or proven experience as a draftsman.
- Have a minimum of 5 years' experience in relevant architectural & structural drafting works with demonstrated hands-on experience
- Have thorough knowledge and experience with Architectural & Structural Drafting
- Have an excellent knowledge of Land types and their implications that may arise later
- Must have proven knowledge to use Auto Cad software.
- Be able to demonstrate strong problem solving skills, timely and efficient delivery of outputs, and organization ability.
- Be a team player with strong interpersonal and communication skills
- Always be physically fit, healthy and with a sound mind

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

Applications close on **04.30pm Monday 13 November 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)