

HOUSING AUTHORITY

Position Description for:

SENIOR VALUER

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| Position | SENIOR VALUER |
| Department | Valuation/Work Assessment |
| Location | HQ VALELEVU |
| Reports to | General Manager Lending (Central) |
| Purpose: The incumbent assists Manager Customer Relations in achieving the set objectives and targets for the division's activities that support Housing Authority's business objectives and facilitate its profitable growth whilst maintaining customer satisfaction. The role focus is on providing valuation services of buildings, land and assets for Housing Authority and customer. | |
| Principal Accountabilities <ul style="list-style-type: none">• Ensure that the monthly valuation targets are met through valuation of new property, re-allocations, acquisitions, clients and HA houses and properties.• Adherence to relevant statutory requirements such as Housing Authority Act, Compulsory Acquisition Act, Sub-Divisional Act, Public Health Act, Commerce Commission Decree etc.• Conduct valuations for special purposes and determine values in relation to HA insurance scheme and ground rent re-assessment.• Maintaining a professional responsibility for integrity, completeness and accuracy of valuation of HA assets.• All valuation reports received are verified and certified within 2 days.• Provide technical advise to existing and potential clients and all divisions and assistance in obtaining required approvals from regulatory organizations.• Compile papers for monthly Board meeting.• Ability to lead and supervise team. | |
| Decision Making: <ol style="list-style-type: none">1) Assist in ensuring that all valuation works are in compliance with all statutory requirements2) Assist in ensuring that all projects are properly and timely assessed according to required standards | |

- 3) Assist in ensuring projects are completed by the team within the timeframe.

Interpersonal Relationships:

Internal:

1. Housing & Land Development Division
2. CEO Division - Customer Relations
3. Lending Division
4. Finance & Administration Division

External:

1. Local Authorities ([Town & City Councils]
2. Lands Department
3. Fiji National Provident Fund

Major Challenges:

- 1) To ensure that the projects are completed within timeframe.
- 2) To ensure that there is zero complaints from stakeholders with regards to compliance with statutory requirement and valuations conducted.

Competencies:

Computer literacy

Customer Services

Communication

Problem Solving

Team Oriented

Resource Management

Safety and Environmental awareness

Maintain and enhance professional integrity

Ability to interpret information, write complex letters, comprehensive reports and perform complex calculations

Required Knowledge, Skills and Experience:

1. Bachelor's Degree in Land Management & Development / Valuation.
2. To be registered with the Valuers Registration Board of Fiji.
3. Minimum 5 years experience in the valuations field, including also valuations of complex real estate properties.
4. Be innovative, result-oriented, and a strategic and independent thinker.
5. Be a team player with strong leadership skills.
6. Also required to show proof of your supervisory experience(s), and provide credible professional referee(s) to support your application.
7. Possess a valid Fiji Driver's License.