

POSITION	TECHNICAL ASSISTANT – LAND & PROPERTY
INCUMBENT	Vacant x1
DEPARTMENT	Land & Housing Development
REPORTS TO	Manager Properties
LOCATION	HQ Valelevu
Purpose: The incumbent will be responsible for the proper inventory, appraisal, and coordination of all HA land acquired, prepare detailed and accurate inventory of all land owned and leased to the Authority. Should possess good interpersonal skills and the ability to write reports and excellent forward planning skills.	
Position Dimension: Finance: Nil Staff: Direct: Nil Indirect: Nil Assets: Accountable for all draughting accessories used for all in the field and office works sites	
Nature and Scope: Internal Relationship: The position is a subordinate one and will be part of the team for Properties Services Department. Internal: Land & Development Staff and Managers External: Customers ,Stakeholders ,External Authorities Reporting Requirements: The position shall report direct to the Team Leader Properties/ Estate Management and the Manager Land & Properties Services who will allocate and supervise his tasks. Reports Submitted to Supervisor: Weekly/Monthly activities conducted by Maintenance Team Role of Subordinates: 1) Carry out duties as delegated by incumbent 2) Daily report to incumbent on all activities carried daily	

Decision Making:

- 1) Administer duties daily to team
- 2) Oversee the duties carried out by team
- 3) Report to Team Leader Properties/Estate Management on all duties carried out by Team

Challenges:

1. Accuracy pertaining to all regulations
2. Increasing customer satisfaction
3. Growing customer base
4. Assisting in improving team productivity, accuracy and efficiency
5. Competition from other firms/organisations

Principal Accountabilities:

- Responsible for update record of HA Land bank
- Monitor all Squatter movements in all HA land
- Responsible to filing of correspondence in respective subjects
- To receive and capture all complains in Land and Housing Development and pass it to respective officers and provide update action to the Management meeting weekly/monthly
- Assist in preparation of eviction Notices to squatters
- Assist in preparation of TAW Contract, Eviction Notices and filing of documents
- Assist in preparation of payments in Contract payments or Compensation for Evicted squatters, payment of Town rates, Head lease etc.
- Assist with squatter surveys, squatter relocation, title searches, delivery of Notices / letters
- Assist with customer counter enquiries
- Assist with other Departments enquiry
- Assist in driving

Additional Responsibilities:

- Liaison and work with all staff and service providers, approval agencies and authorities to achieve Housing Authority development objectives as per the Corporate Plan.

Knowledge, Skills and Experience:

- Have a Degree or Diploma in Land & Estate Management or Land Use Planning
- Have a minimum of 3 years in Land Development Organizations or Housing projects.
- Have thorough knowledge and experience in Land Tenure system of Fiji
- Be a team player with strong interpersonal and communication skills.
- Good knowledge in IT system
- Possess a valid Fiji Driver's License.