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INTERNAL M E M O R A N D U M

To : CHIEF EXECUTIVE OFFICER
UFS : GENERAL MANAGER FINANCE & ADMINISTRATION
From : Acting Manager Talent & Culture
Date : 07th October 2026
Subject: PROPOSAL for INTERNSHIP POSITION – Vacancy #15/2026 VILLAGE SCHEME & RURAL HOUSING WEST

Approved
CEO
20.10.26

1.0 PURPOSE:

The purpose of this memorandum is to seek approval for the establishment and immediate recruitment of a Work Assessment Intern – Village Scheme and Rural Housing WEST. This role is designed to deliver immediate technical support to the Western Division's ongoing construction and rural development programs.

2.0 BACKGROUND

The Village Scheme is one of the initiative of the Authority designed to reach out directly to rural communities, thereby fulfilling its corporate vision: **"Helping Fijians Own Affordable Homes".**

Further to our discussion, the Branch Manager West, General Manager Finance & Administration and with the CEO regarding the recruitment of two Interns for the Western Division:

2.1 **Loans and Sales Intern** – to assist the Western Sales Team with loan and sales-related activities, including follow-ups and administrative support.

2.2 **Work Assessment Intern** – to assist with the supervision and monitoring of the construction of the Tavakubu Model Homes. Upon completion of the Tavakubu project, the Intern can subsequently be absorbed to assist with inspections under the Village Scheme.

Following the review of the above, the General Manager Finance & Administration has suggested to start off with the Work Assessment Intern which is to prioritize critical field operations and to assist the Branch Manager West to ensure the achievement of the set objectives and targets.

3.0 PROPOSED INTERNSHIP PLACEMENT

To maximize operational efficiency and align with active project timelines, the position will structured with clear phased transition:

3.1 **Phase 1:** The Intern will primarily assist with the direct supervision and monitoring of the construction of the Tavakubu Model Homes.

3.2 **Phase 2:** Upon successful completion of the Tavakubu project, the Intern will be smoothly absorbed into our broader rural program to assist with technical inspections, costing and repair assessments under the ongoing village schemes.

4.0 EMPLOYMENT TERMS & MINIMUM QUALIFICATIONS

4.1 **Minimum Qualifications:** must posses a Trade Apprenticeship or an Advanced Diploma in Construction, Carpentry and Joinery.

4.2 **Duration of Engagement:** six (6) months

4.3 **Start Date:** immediate upon successful selection.

4.4 **Break in Employment:** A mandatory one-week (5 days) break in employment will be applied immediately following the completion of the sixth month.

4.5 **Contract Renewal:** Performance-driven. Any subsequent renewal contract will be strictly based on performance evaluations.

5.0 TIMELINE & KEY DATES

5.1 Vacancy #: 15/2026

5.2 **Advertisement Date on HA Social Media:** Saturday, October ~~10th~~ 17th 2026

5.3 **Closing Date:** Monday, ~~October 26th~~ November 2nd 2026

6.0 **RECOMMENDATIONS:**

It is recommended that the CEO:

6.1 approves the immediate establishment and recruitment of the Work Assessment Intern West (Vacancy #15/2026), deferred from the dual-Intern framework as advised by GMFA.

6.2 Authorize the Talent & Culture Department to publish the vacancy advertisement on the Housing Authority Social Media platforms on Saturday, October 17, 2026, with a Closing Date of November 07th 2026.

Respectfully submitted for your approval.

Yours sincerely,

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Litia Marama Matia

ACTING MANAGER TALENT & CULTURE

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FORM HR300

HOUSING AUTHORITY
MANPOWER REQUISITION FORM
(Classification – Project Officer, Casual, Trainee)

Requested by:	Amenayasi Navurai
Department:	Customer Service-Lautoka-(Intern-Work Assessment
Division:	CEO
Reason for hiring (please specify & attach job description of post):	Assist in supervision and control of construction process of the Tavakubu model homes and Village scheme CLE
Classification:	
No. of personnel required:	1 Intern - West (Village & Rural Housing)
Minimum Qualification Required:	Trade Apprenticeship/Advance Diploma in Construction/Carpentry and Joinery
Duration of engagement:	6 months
Start Date:	immediate
End Date:	

Objective(s) : (Please state objective of project or task to be undertaken)

1. To supervise and control of construction process of the Tavakubu model homes.
2. Assist Team Leader Technical Services in carry out costing of new constructions and upgrading/ repair of houses for Village Schemes

Review & Monitoring :(Please outline mode of project review & update)

1. Report provided on a weekly basis to the Independent Review, Monitoring and Discrepancy Committee

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Signed - REQUESTING MANAGER

Date: 22/09/2026

(Please forward to MHRT for cost input before GM's endorsement)

Total Wages Cost for duration of employment (To be filled by HR&TDept)		**Signature & Date**
No. of personnel	= 1	
Rate of Pay (gross per annum)	= $10,000	
Gross Pay for the above duration	= $5,038-46	
10% Employer Superannuation	= 542-31	23/09/2026
1% TPAF Levy	= 54-23	
5% FEF Levy	=	
Leave Entitlement	= $384-2-71 62	
Total Gross Pay for above duration	= $6,022-33	
Comments by General Manager: Recommended to support Village Scheme & other projects		**Signature & Date**
Comments by CEO: Approved.		**Signature & Date** 20.10.26

Completed form is to be returned to the Human Resources & Training Department

FORM HR300

JOB DESCRIPTION
(Temporary / Casual / Trainee)

Position : **Intern- Work Assessment**

Department : **Customer Service Department**

Reports to : **Branch Manager West**

Purpose (Objective):

The incumbent assists the Branch Manager West to ensure the achievement of 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, through providing CLE, construction and building inspections, renovations, repairs to buildings, re-definition property surveying and other related works for HA customers.

Tasks / Duties:

1. Supervision and control of construction process of Tavakubu model homes
2. Carry out costing of new constructions and upgrading /repair of houses for Village Schemes
3. Provide technical advise in relation to tender procedures and all building construction related matters.
4. Any other duties as required by management.

Competencies / Skills and Minimum Qualification Requirements:

1. Excellent communication skills and the ability to tactfully deal with people within the required legislative and policy framework and the ability to conduct public/community awareness programs
2. Understanding Housing Authority's strategies, policies, procedures and operational guides.
3. Demonstrated ability to analyse and solve complex problems in a resource constrained environment.
4. Ability to interpret information and perform complex calculations
5. High organisational skills and ability to meet strict deadlines. Capacity to utilise computer programs to support the daily operations.
6. Have a high level of ethics and integrity and be able to maintain confidentiality and take responsibility for actions. Ability to work cooperatively within a team environment.