

VACANCY

Investment Fiji is a statutory organization that operates independently as the Investment and Trade Promotion Agency of the Fijian Government, providing services and assistance to promote and attract both Foreign and Domestic Investments and Exports. Investment Fiji is seeking applications from dynamic individuals with the appropriate qualifications and experience for the following positions:

1. HEAD OF INVESTMENT AND TRADE

The Head of Investment and Trade has a key responsibility in the development of Trade and Investment promotions in Fiji. Reporting to the Chief Executive Officer, the incumbent will devise and execute strategies in collaboration with private sector clients to increase investments in Fiji therefore, is required to have a good knowledge and great relationship with the business community to identify and promote investments in various sectors. This position also requires excellent public speaking and presentation skills, and the ability to develop market-ready profiles and reports and actively promote Fiji as a lucrative investment and export hub.

2. SENIOR INVESTMENT FACILITATION ADVISOR

The Senior Investment Facilitation Advisor plays an important role in attending enquiries and providing all the requirements of starting up a business in Fiji to interested foreign and domestic Investors. The Senior Advisor will provide quality and sound advice to investors for project implementation. The successful candidate will report directly to the Head of Investment Facilitation Division. Key accountabilities include timely communication of information and advisory role, facilitation of investment enquiries, ensuring that there are active and positive relationships with investment approval agencies and the private sector to foster increased investment and employment, maximising the investor's return on investment in the priority sectors/major investment projects and assisting existing and new investors set up business in Fiji and grow. The position involves constant communication with stakeholders and clients and requires high levels of initiative, creative thinking, and customer service and demonstrates project management and leadership skills. Provide specialist advice in investment policy development, stakeholder consultation and support for the promulgation of investment policies.

3. INVESTMENT FACILITATION ADVISOR

The Investment Facilitation Advisor will be actively involved in attending enquiries and providing all the requirements of starting up a business in Fiji to interested foreign and domestic investors. The Investment Facilitation Advisor will ensure that quality and sound advice is provided to investors to implement their projects. The successful candidate will report directly to the Head of Investment Facilitation Division and Senior Investment Facilitation Advisor. Key accountabilities include timely communication of information and advisory role, facilitation of investment enquiries, ensuring that there are active and positive relationships with investment approval agencies and the private sector to foster increased investment and employment, maximizing the investor's return on investment in the priority sectors/major investment projects and assisting existing and new investors set up business in Fiji and grow. Demonstrates project management skills.

4. IT ADMINISTRATOR

The primary role of the IT Administrator is to maintain all aspects of Investment Fiji's IT infrastructure. This includes maintaining networks, servers and security programs. IT Administrator is responsible for timely upgrades and installation of new hardware and software and performs troubleshooting to address any problems with computer systems. This position reports directly to the Head of IT and works closely across all Divisions within Investment Fiji to ensure all IT services and ongoing projects are on schedule, and to the highest standard.

5. RECEPTIONIST

The receptionist has a key responsibility to provide excellent customer service, effectively manage the appointment diary, and handle the telephone switchboard and front office by screening all enquiries received and diverting them to the right department or personnel. The successful applicant will also provide secretarial support to the Management Team.

Interested applicants must demonstrate how they meet the requirements of the role in their application and include a copy of the resume and referee details.

Only short-listed candidates will be contacted.

All applications consisting of a cover letter and resume should be submitted no later than **4 pm Friday 3rd June 2022** to recruitment@investmentfiji.org.fj

Investment Fiji is an equal opportunity employer and is committed to diversity and inclusion.