



VACANCY

Investment Fiji is a statutory organization that operates independently as the Investment & 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 position:

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, 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.

DRIVER AND ADMINISTRATION ASSISTANT

The Driver and Administrative Assistant, assists in the internal transportation, mailing and administrative needs of Investment Fiji by maintaining a good fleet of vehicles and timely delivery of mail, errands and administrative responsibilities including receptionist duties.

The position holder reports directly to the Head of Human Resources and works closely across all Departments within Investment Fiji to ensure that the services with regards to transportation, mailing and administrative duties are carried out in the most efficient manner

Interested applicants must outline in their application how they meet the requirements of the role and include their resume and referees. Only short-listed candidates will be contacted.

Applications close on 3rd February, 2023 at 4pm and should be sent to recruitment@investmentfiji.org.fj

INVESTMENT FIJI IS AN EQUAL OPPORTUNITY EMPLOYER