Suva City Council is an equal opportunity employer that strives to achieve and maintain an inclusive and diverse workforce. The Council welcomes and encourages applications from suitably qualified persons, including members of groups that are currently under-represented in its staff cohort, for all of its vacancies.

The Council is currently seeking to recruit experienced and dynamic team-player for following positions.

1. **Risk and Compliance Officer**

The overall objective of the Risk and Compliance Officer is to support the Council control environment by ensuring that:

i. Policies and procedures are defined and updated;
ii. Risks are identified and managed;
iii. Controls are tested;
iv. Exceptions are addressed; and
v. Data is analysed and used for continuous improvement and service optimization.

The Officer will also assist and ensure that the Suva City Council is conducting its business in full compliance with all applicable laws and regulations, as well as professional standards, accepted business practices, and internal policies, procedures and standards.

**Essential Skills and Qualification**

- Degree in Law, Commerce, Accounting and Finance, Business Management or similar field
- Member of appropriate Professional body.
- At least three years experience in a similar role in the private or public sector.

2. **Olympic Pool Supervisor**

The Olympic Pool Supervisor will provide management and administrative support of the Olympic Pool, provide quality swimming programs and services at all times and ensure compliance with the required standards and Swimming Pool By-Laws.

**Essential Skills & Qualifications:**

- Diploma in Business Studies, Management or other related field;
- At least three years’ experience in a similar role in the private or public sector;
- Certificate in First Aid;
- Knowledge and experience of swimming pool management;
- Outstanding communications and good reporting skills;
- Sound financial knowledge and demonstrated ability to meet reporting deadlines;
- Must have basic knowledge of water treatment usage of chemicals;
- Good people handling skills;
- Knowledge of emergency procedures First Aid and CPR.

With respect to the above vacancies, applications, together with a detailed Curriculum Vitae, certified academic certificates and transcripts and contact details of two referees, should be forwarded to The Human Resources Manager, Suva City Council, P.O. Box 176 Suva or
submitted via email to: hr_recruits@scc.org.fj no later than **Friday, 11 December 2020 at 4.00pm.**

The detailed job description can be obtained on the Council website ([www.suvacity.org](http://www.suvacity.org)) and for further enquiries, contact the Human Resources Section on telephone 3313433 extension 344/101.

Azam Khan  
**Acting Chief Executive Officer**

To be inserted in the Fiji Sun on Saturday, 28th & 5th December, 2020