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-players for the following positions:

**Manager Procurement and Properties**

Reporting to the Director Finance, the Manager Procurement and Properties will directly oversee the procurement and properties functions of the Council with the following key objectives:

1. To ensure the security, maintenance and management of the Suva City Council’s Properties and Estates and ensure that all current statutory requirements are complied with under the Health and Safety at Work Act and other application legislations.
2. To provide specialised procurement functions across the Council and in conjunction with management and staff of the Council, enable Council services to pursue best value and improve performance through tender, sourcing, contracting and purchasing arrangements.
3. To provide specialised payment function across the Council and manage all Council creditors.

The successful candidate will have strong leadership abilities, excellent communication skills, and a high degree of creativity. The incumbent must be efficient and self-motivated with the drive to challenge the status quo and bring about positive changes in properties and procurement management.

**Essential Skills and Qualifications:**
- Bachelor’s degree in Land Management, Land Use Planning, Accounting, Finance or a similar field;
- At least five years’ experience in a similar role and have working knowledge of properties management and procurement statutory compliance requirements.
- Possess basic accounting and financial management knowledge and highly skilled in negotiations and contract management.

**Risk and Compliance Officer**

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

i. Compliance to internal and external regulatory standards, policies and procedures are defined and maintained;
ii. Risks are identified and managed;
iii. Controls are tested;
iv. Exceptions are remediated; and
v. Data is analyzed and used for continuous improvement and service optimization.

The successful candidate will ensure that the Council is conducting its business and operations 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 Qualifications:**
- Degree in Law, Commerce, Accounting and Finance, Business Management or a similar field
- Member of appropriate Professional body.
• At least three – five years’ experience in a similar role in the private or public sector

Applications together with a detailed curriculum vitae, academic transcripts and certificates and the 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, 8 July 2022 at 4.00pm.

Further details for this position can be obtained on the Council website (www.suvacity.org) or from the Human Resources Section on telephone 3313433, extension 135.

To be inserted in the Fiji Sun on Saturday, 25th June and Wednesday, 29th June 2022.