Position Description

Vacancy Title: Expression of Interest
Location: Suva, Fiji
Reports To: None

Objective

The Expression of Interest (EOI) role provides an open opportunity for individuals at any work level and across all disciplines to register their interest in potential employment opportunities. Applicants may be considered for upcoming or future roles that align with their qualifications, experience, and career interests.

Outcomes

Organisational Stakeholders

1. Expression of Capability and Interest

- Applicants provide accurate and relevant information regarding their background, experience, and career goals.
- Information submitted is used to identify potential role matches within client organisations.

2. Professional Representation and Conduct

- Applicants demonstrate professionalism, integrity, and a willingness to represent themselves and potential employers positively.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Accounting and Finance, Agriculture/Forestry/Fishing, Electrical/Electronics/Communications, Engineering, Sales/Marketing/Advertising, Operations Management, Human Resource Management, Business, Commerce, Marketing, Supply Chain, Retail Management, or a related discipline, Carpentry/Plumbing/Welding or other associated engineering trade., Computer studies and Information System, Business Management or Business Administration or related fields, Supply Chain & Logistics, Marketing, Communications/Public Relations, Tourism/ Economics/Policy/ Financial Management and Development Studies., Information Technology	

Work Knowledge and Experience

Basic to advanced understanding of workplace practices depending on experience level.

Familiarity with office or field-based work relevant to the applicant’s background.

Strong willingness to learn, adapt, and contribute effectively to assigned roles.

Demonstrated teamwork, communication, or problem-solving capabilities.

Requirements

Language Proficiency

Excellent command of written and spoken English

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Team members.	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

How To Apply

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Contact for Enquiries

Contact Name: Maxumise Team

Contact Email: jobs@maxumise.com

Further Contact Information: --

Closing Date: 13 Nov 2026