Position Description

Vacancy Title: Graduate Trainee - Web Developer
Location: Suva, Fiji Islands
Reports To: None

Objective

The Graduate Trainee- Web Developer will assist in developing and maintaining web applications and websites. This role is designed to build foundational skills in web development while supporting the digital team in enhancing the online presence of FBC's digital products.

Outcomes

Organisational Stakeholders

1. Development and Maintenance

- Web Development Support
  - Assist in designing, development, and maintenance of responsive and user-friendly websites.
- Code Maintenance
  - Asssit in maintaining and improving the existing codebase to enhance website functionality and user experience.
- Testing and Debugging
  - Actively participate in testing processes to identify and resolve issues in web applications.
- Learn New Technologies
  - Ensure to stay updated with the latest web development technologies and practices through hands-on experience and training.
- Documentation
  - Assist in the documentation of development processes and code changes for future reference.
- Project Assistance
  - Support senior web developers in project management and execution to ensure timely delivery.

2. FBC's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the FBC
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

3. Teamwork and cooperation

- Cooperation within the team and department
- Cooperation across departments
- Work collaboratively to achieve the set targets and goals

Product's Stakeholders

1. Statutory and operationally compliant organisation

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

2. Operational and statutory compliance

- Statutory compliant to laws and regulations
  - Health and safety compliance
  - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Information Technology/Computing	A degree in Computer Science, Information Technology, or related field

Work Knowledge and Experience

Some experience with web development projects, either through coursework, internships, or personal projects.

Understanding of web development best practices and current technological trends.

Excellent communication skills.

Positive attitude and a growth mindset.

Great Organizational skills and time managements and be able to meet strict deadlines.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	IT Team	
	Technical Team	
External		
	Statutory Authorities	
	Customers	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
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.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Imaginative	Generates ideas and images, showing creativity.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

Closing Date: 06 Dec 2026