

Position Description

Vacancy Title: **Investment Advisor**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Investment Advisor will provide guidance on investments, in particular across various promising sectors focusing on high-growth and high-impact areas such as sustainable property development, advanced quarrying and timber processing, and smart agriculture with value-added initiatives. The Investment Advisor will report directly to the CEO but will act work collaboratively with Manager Investments.

Outcomes

Organisational Stakeholders

1. Revision of Investment Policy Conducted and Alignment with Approved Legislative Amendments Ensured

- Revision of Investment Policy conducted
 - Gaps in the Investment Portfolio identified and addressed to bring the portfolio up to par with acceptable industry levels and aligned to TTFB strategic objectives.
- Recommendations for improvements submitted highlighting past trends and projections.
- Investments identified and actioned by Investment Team, yielding higher returns

2. Grow Investment Income, Portfolio and Return on Investment through the Revised Investment strategies

- Thorough research and analysis on specific investments or overall portfolio strategies conducted and recommendations submitted in a timely manner and at regular intervals.
- Market trends, economic indicators, and geopolitical events that could impact investment performance monitored:
 - appropriate recommendations submitted and actioned to ensure TTFB's agility to adapt to market changes and yield positive returns.
- Collaborative work with Manager Investments
 - compliance to industry and mandatory requirements ensured and zero non-compliance achieved
 - advice provided on investment priorities and new opportunities explored with due diligence checks conducted.
- Consideration for Emerging Frontiers in Property Development ensured
 - Investment in Sustainable Real Estate and Green Building Technologies
 - green buildings and sustainable development projects, Integrated solar energy systems, smart building technologies.
- Consideration for Emerging Frontiers in Quarry and Mahogany Processing pursued
 - Investment in Sustainable Quarrying and Extractive Industries: eco-friendly extraction processes and environment friendly practices.
 - Encourage investment in quarries that use sustainable practices, such as low-impact extraction techniques, waste minimization
- Consideration for Mahogany and Timber Processing for Sustainable Products ensured
 - Sustainable timber certification: promote investments in mahogany processing businesses that are certified to develop premium mahogany processed timber for the export market
 - Value-added products: explore partnership with mahogany processing specialists to develop high-value finished goods.

3. Investments Risk Management framework developed

- TTFB Risk Management Framework developed
 - TTFB risk appetite developed and monitored
 - Risk Register developed and introduced
 - Appropriate risk reporting measures introduced and monitored
- Sound advice given and appropriate recommendations actioned in order to reduce risk for TTB and cushion negative effects.
 - where appropriate making timely adjustments actioned to ensure alignment with TTFB's goals and risk appetite.
- Monitor TTFB's Investment Risk Appetite and sound advice submitted to CE and the Board.
- Risk Governance
 - roles defined and demarcation from Investment Team ensured
 - oversight of Insurance Risk Management and regular advice given to CE and the Board
 - comprehensive Risk Management Process document outlining framework, policies and processes developed and monitored.
- MEL function ensured: regular monitoring and evaluation done on a regular basis and sound advice provided to CE and the Board to reduce TTFB's risk exposure.

4. Development of Property Profit Enhancement Plan

- Gaps in the Property Portfolio identified and addressed
 - continuous monitoring to ensure compatibility with industry best practice(s).
- Report on Gap Analysis prepared and submitted highlighting past trends and projections.
 - Sound recommendations provided on opportunities to be pursued, if any to be divested with justifications, those with potential to continue to grow and newer opportunities to be pursued.
- Sound monitoring of market trends, projections implemented
 - Engagement in new areas that can be pursued by TTFB, yielding higher returns actioned by Investment Team.
- Property Profit Enhancement Pursued
 - Improve Margins for Property by reducing property management costs through efficient planned property preventative maintenance schedules
 - Smart systems: Investments in infrastructure projects that leverage IoT, automated systems, and digital connectivity are pursued and positive results captured.

5. Development of Residential product and Financial Plan for iTaukei and Rotumans

- Correction of Property Market Price and Personal Income
 - successful development of residential products that our iTaukei and Rotuman formal sector employment entrants can afford achieved
- Social migration housing explored to meet the needs of iTaukei and Rotumans and alternative housing models provided

6. Training & Capacity Building for Investment Team

- Training Plan for relevant staff designed, outlining Objectives, Skills to be transferred.
 - Training Schedule developed for the relevant training to be administered
- Monitoring and Evaluation done for all training done and any gaps identified, closed.

7. Teamwork and cooperation

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

8. Organisation's image and value standards demonstrated and promoted

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

9. Review of Investment guidelines for all Asset Classes and New guidelines for new sectors

- Benchmark against industry standards conducted and sound advice provided on ensuring TTFB's adherence to best practices ensured.
 - Regular audits and compliance to industry checks conducted
- New Guidelines introduced and implemented
 - review periods identified and any gaps identified, closed.

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
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.
Promotion	Promote the value of the products/services offered by the organisation.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.

Competence	Description
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Global Environment	Respond to globally driven changes in the organisation's environment.
Research	Apply formal research methodologies.

Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business Administration, Consulting and Business Analysis, Economic and Social Studies, Project Management, Business and Economics, Applied finance and investment	A minimum of 15 years of experience in investment management, with a focus on acquisitions and property development, is required. Specialized training in mergers and acquisitions (M&A) will be advantageous. Must have very good negotiation skills.

Work Knowledge and Experience

A minimum of 15 years of experience in investment management, with a focus on acquisitions and property development, is required. Specialized training in mergers and acquisitions (M&A) will be advantageous. Must have very good negotiation skills.

Strong analytical skills.

Ability to do a Risk Assessment.

Must have very good communication skills with strong interpersonal skills

Have an eye for detail and have problem solving skills of dynamic and complex issues.

Requirements

Language Proficiency

Strong written and spoken English language proficiency

Good interpersonal/communication skills

Excellent command of written and spoken English

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Executive Officer	
	All Staff	
	Board	
External		
	TTFB Clients/partners	

Type	Interaction	Comments
	Investment Advisors	
	Donor Agencies	

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.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Innovative Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

- Forthright Speaks out frankly without hesitation, showing a direct manner.
- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Perceptive Shows keen insight and understanding of issues or situations.
- 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.
- Decisive Reaches conclusions, promptly and firmly.
- Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.
- Numerate Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 09 May 2025