

Position Description

Vacancy Title: **Estate Assistant III (General / Pool)**

Location: **Suva**

Reports To: **Estate Assistant II (v 1.00)**

Objective

Provide administrative support to the Estate Teams and undertake and assist with the delivery of client services (lease and other land services) in accordance with agreed service standards and established delegations.

Outcomes

Organisational Stakeholders

1. Outcome

1. Case File Management

- Relevant cases undertaken and provision of individual case advice as required in accordance with established delegations and perceived risk
- General client inquiries attended to in a timely manner
- Relevant lease and related documentation prepared and executed in accordance with agreed client service standards and workloads
- Relevant and accurate data in Landsoft updated and maintained
- Appropriate file management services and procedures for lease and other land services matters provided
- Case management trends analysed and reported

2. Efficient Work Practices

- Administration (documentation/clerical) support provided
- Knowledge of land management, valuation principles & practice, and GIS/GPS functions applied
- Driving skills and safety maintained

3. Legal Compliance

- TLTB is 100% compliant with the Fiji Land tenure systems and all relevant legislation and regulation

4. Risk Management

- OHS compliant

5. Customer Service

- Quality and efficient customer service for internal and external clients of the Board.

6. TLTB image and values standards demonstrated at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

7. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.

8. Efficient and effective delivery of any other assigned work.

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification Discipline

Notes

Preferred

Degree Land Management/ RE/Tourism/ Landuse Planning or Resource Management/Resource Economics

Work Knowledge and Experience

2 years of relevant experience related to specific activities

Basic understanding of and appreciation of the Fiji land tenure system and procedures, associated legislation and key stakeholder requirements

Demonstrated ability to be self managing and meet work deadlines

Evidence of self motivation and initiative

Evidence of basic analytical and report writing skills

Demonstrated commitment to quality customer service

Evidence of commitment to team work

Establishes high personal standards and serves as an effective role model

Demonstrates computer literacy and knowledge of applicable wordprocessing, spreadsheeting and reporting packages and other applications

Experience with and knowledge of GIS

Knowledge of land management, valuation principles & practice, and GIS/GPS functions

Requirements

Language Proficiency

Excellent command of English

Knowledge of another language

Professional Associations

Membership of appropriate Professional Institutions

Regulatory Compliance Requirements

Drivers Licence

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Area Managers	
	Employees	
External		
	Clients	
	Customers	
	Landowners	
	Tenants	
	Stakeholders	

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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

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Further Contact Information: 3312733

Closing Date: 20 Jun 2025