

Position Description

Vacancy Title: **Project Manager (Fit-Out)**

Location:

Reports To: **None**

Objective

The Project Manager is responsible for leading the planning, coordination, and execution of a high-profile commercial fit-out project in Suva. The role requires proven expertise in project delivery, stakeholder management, and local compliance, ensuring the project is delivered on time, within budget, and to the highest quality standards. Client: A client of Maxumise Location: Suva, Fiji Reporting to: Senior Project Manager (New Zealand-based) Duration: 12–18 months (with potential extension based on project requirements)

Outcomes

Organisational Stakeholders

1. Project Planning and Design Coordination

- Monitor and manage the design team to ensure timely delivery of information for tender documentation.
- Provide guidance on local compliance issues and statutory requirements.
- Coordinate applications for required approvals, including landlord and regulatory permits.
- Support the development of the procurement strategy with the client team.

2. Procurement and Contract Management

- Identify and recommend suitable local and international contractors and subcontractors.
- Oversee tender processes and support evaluation of bids from a cost, quality, and schedule perspective.
- Ensure contracts are properly executed and maintained in line with commercial interests and local law.

3. Project Execution and Delivery

- Establish and maintain detailed project budgets, programmes, and risk registers.
- Chair project meetings, prepare minutes, status reports, cost reports, and Project Control Group (PCG) updates.
- Lead quality management, value engineering, and buildability reviews to optimise outcomes.
- Ensure health, safety, and environmental requirements are actively managed and adhered to.

4. Stakeholder Management and Reporting

- Act as the primary point of contact for project stakeholders, ensuring clear, timely, and professional communication.
- Prepare and deliver accurate reports on progress, risks, and costs for client decision-making.
- Foster strong working relationships with consultants, suppliers, and other stakeholders to ensure alignment and smooth delivery.

5. Project Close-Out

- Oversee project handover, including final inspections, training, and as-built documentation.
- Ensure all financial, contractual, and reporting obligations are completed to client satisfaction.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Competence	Description
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Project Management	Relevant tertiary qualification in Project Management, Construction Management, Engineering, or related field.

Work Knowledge and Experience

- Minimum 5 years' experience in project management, ideally within commercial fit-out or construction.
- Proven ability to deliver projects of similar scale and complexity in Fiji or comparable environments
- Strong communication and reporting skills in English (written and verbal).
- Project Delivery Expertise: Demonstrated experience managing commercial fit-out projects in Fiji or the Pacific region.
- Technical Knowledge: Strong understanding of local procurement, compliance, health and safety standards, and construction practices.
- Leadership and Communication: Ability to lead diverse teams, manage multiple stakeholders, and resolve issues effectively.
- Commercial Acumen: Skilled in managing budgets, assessing variations, and mitigating project risks.
- Problem-Solving and Resilience: Capable of managing challenges in complex project environments with minimal supervision.

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

- Driver's License
- Police Clearance

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Project Manager (New Zealand-based)	
External		
	Regulators	
	Suppliers	

Attributes

Behavioural Styles

- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- 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.
- Achiever: Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
- Innovative: Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

- Perceptive: Shows keen insight and understanding of issues or situations.
- Realistic: Shows concern for facts and reality, rejecting the impractical.

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Initiative	Takes action and makes decisions without the help or advice of other people.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Decisive	Reaches conclusions, promptly and firmly.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 19 May 2026