

## Position Description

Vacancy Title: **Leasing & Tenancy Officer**

Location: **Denarau**

Reports To: **Financial Controller (v 3.00)**

### Objective

The Leasing & Tenancy Officer is responsible for the effective management and administration of Port Denarau Marina's commercial berthing and land-based tenancies. This includes negotiating, executing, and maintaining lease and license agreements to ensure they align with the marina's strategic objectives. The role plays a key part in maximizing revenue, ensuring legal and regulatory compliance, and fostering strong, professional relationships with tenants in a dynamic maritime and tourism environment. The position reports directly to the General Manager – Marina & Commercial Operations.

### Outcomes

#### Organisational Stakeholders

##### 1. PDML's image and values demonstrated and upheld at all times

- Organisational values and governance practices are demonstrated in all interactions.
- A cooperative, productive, and safety-conscious environment is supported.
- PDML's reputation is upheld through professional conduct.

##### 2. Contracts and Tenancy Agreements Effectively Managed

- Lease agreements are drafted, reviewed, and maintained in accordance with legal and operational requirements.
- Key contract milestones, including renewals, rent reviews, and expiry dates, are tracked and actioned within required timeframes.
- Documentation is maintained to support audit, reporting, and governance obligations.

##### 3. Occupancy and Revenue Optimised

- Land tenancy allocations are coordinated to maximise space utilisation and commercial return.
- Occupancy levels are monitored and reported.
- Revenue is tracked, invoiced, and reconciled in collaboration with finance teams.

##### 4. Stakeholder Relationships Maintained

- Communication with tenants, internal departments, and external agencies is conducted professionally.
- Tenant concerns and disputes are resolved in a timely and effective manner.
- Engagement activities are supported to foster long-term relationships.

##### 5. Compliance and Risk Controls Applied

- Tenancy operations are reviewed for alignment with legislation, policies, and environmental standards.
- Risks are identified and escalated appropriately.
- Records are maintained to support legal reviews and audits.

##### 6. Operational Support Provided

- Collaboration with internal teams is undertaken to ensure tenant needs are met.
- Procedures and systems are implemented and reviewed for efficiency.
- Reports and insights are prepared to support decision-making.

##### 7. Statutory and Environmental Compliance Ensured

- Compliance is maintained with PDML policies, marina bylaws, and environmental programs.
- Relevant legislation is communicated to tenants in collaboration with the Security & HSE Manager.
- Liaison with regulators is undertaken as required, with CEO approval.

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.

Competence	Description
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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

Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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## Qualifications

Qualification	Discipline	Notes
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Preferred

Degree	Business Administration, Commerce, Hospitality and Tourism
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## Work Knowledge and Experience

- Minimum 3 years of experience in property management, leasing, or commercial tenancy management.
- Strong negotiation skills with experience in contract management.
- Knowledge of Fiji’s property laws, commercial leasing regulations, and marina operations would be advantageous.
- Proven ability to manage multiple stakeholders and build strong relationships.
- Financial acumen with experience in lease revenue management and forecasting.
- Excellent communication, problem-solving, and organizational skills.

## Requirements

Language Proficiency

- Excellent command of English
- Understanding of vernacular languages would be an advantage

Regulatory Compliance Requirements

- Drivers Licence

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Chief Executive Officer	
	Management Team	
External		
	Customers / Clients	
	Tenants	
	Stakeholders	
	Statutory Authorities	
	Maritime Safety Authority of Fiji (MSAF)	
	Marina Industry Association	

## 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

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Perceptive	Shows keen insight and understanding of issues or situations.
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

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well Organized	Controls tasks in a well thought out and critical manner

### How To Apply

Submit your CV and a cover letter, including contact details for three professional referees, via the designated job portal link. Emailed applications will not be accepted. Only shortlisted candidates will be contacted. All applications will be treated with the strictest confidence. The selection process will be based on merit, with a commitment to equal opportunity in employment.

### Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise - Ph 3303137, 7731337

**Closing Date:** 12 Oct 2025