
Position Description

Vacancy Title: **Coordinator Development Suva**

Location: **Suva**

Reports To: **Manager Property, Rental & Customer Services (v 7.00)**

Objective

The Coordinator Development will facilitate the successful completion of new developments, ensure efficient maintenance operations and provide effective administrative support. The role will also oversee and manage relevant revenue generating activities and ensure timely and compliant reporting. S/He reports to the Manager Properties, Rental & Customer Relations.

Outcomes

Organisational Stakeholders

1. Development projects effectively delivered and overseen

- Effective project management ensured across all relevant functions
 - New development projects - Land acquisition, research, valuation, PSIP submissions, Sub-Divisional surveys and scheming planning EIA
 - Review and ensure that land is used in a manner that promotes sustainable development, efficient use of land and the wellbeing of the communities
 - Review all research done, data collection, and analyzing information related to land use trends, population growth, economic development, infrastructure needs, and environmental factors
 - Accurate records, databases, and mapping systems related to land use planning ensured. Review reports, presentations, and visual materials to communicate land use plans, policies, and project recommendations
 - Feasibility studies undertaken as and when
 - Tentative valuation reports reviewed to indicate the real value of Property within the area of interest
 - Work closely with the Research Officer to undertake the valuation exercise in PRB estates and New proposed development sites
- Preparation of capital expenditure budgets ensured through timely consultation with the Finance Unit and Manager Properties
- Review contracts prepared by the Development Officers.
- Work is carried out on time, within budget and is OHS compliant and OHS matters reported to HR Department.
- Architectural and structural drawings are prepared (either by self or contractors) by xx date according to the budget.
- Drawings for xx [project] to be approved by xx date by the relevant authorities.
- Facilitating public consultations, community meetings, and workshops to gather input and feedback on land use plans, policies, and development projects. Engaging with stakeholders, residents, community groups, and developers to ensure their perspectives are considered in the planning process
 - Work closely with the Research Officer by Communicating and building relationships with landowners, community members, local authorities, and other stakeholders affected by the land acquisition process. Addressing concerns, providing information, and ensuring transparency throughout the process
 - Liaise with relevant authorities regarding approvals of development plan and utility erection
 - Liaise with municipal council and DTCP in terms of adherence to Provision for development
- Collaborating with cross-functional teams, including legal counsel, surveyors, environmental consultants, and government officials, to ensure a smooth and coordinated land acquisition process
 - Quality and compliance issues are monitored at all times
- Provision of advice and support to the Manager Property ensured from time to time to ensure that department corporate objectives are achieved
- Project Management of New Developments as and when required.
- Analysis of Property sales to determine the tentative Market Valuation of a given vicinity or area of interest to undertake a valuation.
- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve PRB's development objectives as per the Strategic & Corporate Plan.

2. General maintenance programmes facilitated in a timely manner

- Individual blocks & flats visited for physical inspection in the absence of the Development officers and review scope of works, material estimation for general maintenance prepared by the development officers and submitted to Manager Property by xx date.
- Drawings for amendments of existing structures prepared and reviewed according to specifications and approved by the relevant authorities and Managers within xx date.
- General maintenance expenditure budgets reviewed and submitted to Manager
- Quality or compliance issues are monitored and addressed through its inclusion in the maintenance plans/budgets
- Ensure that all estates have proper Topographical Survey plans and boundary pegs are visible.
- Review and monitor structural integrity of the existing structures with proper cyclone certification.
- General maintenance programmes and activities overseen and effectively executed
 - Beautification, waste management, fencing, wall retainer, boundary redefinition, etc.,
- Work is carried out on time, within budget and is OHS compliant and OHS matters reported to HR Department.
- Overall project supervision ensured until completion.
- Audit of materials and accountability

3. Administrative support and assistance provided

- Tender documents (including quantity surveying, costs, works specification, etc.) prepared by xx date.
- Preparation of advertisements according to the requirements of Manager Property.
- Preparation of work plans according to approved budget, duration, and labour allocations.
- Tender submissions analysed and recommendations forwarded to Manager Property by xx date.
- Assistance provided in preparation of Board papers.
- Accurate assessment of work progress to facilitate payments to contractors.
- Efficient operation of corporate services through the timely implementation of office administration and related services.
- Assistance provided in recruitment process of project casuals when required.
- Assistance provided in transportation of staff when required.
- Look after the Maintenance department in the absences of the Maintenance Officer as and when assigned by the Manager Property.
- Attend estate meetings as and when required.
- Provide adequate customer services when on site or in the Office.
- Prepare PSIP submissions and submit to Manager Properties.

4. Timely, relevant and compliant reporting

- Timely and accurate preparation of development and maintenance reports on the xxth of each month to MP.
- Report each Tradesman's work progress on monthly basis by xx date.
- Report all vehicle defects, damages, accidents, misuse, etc. to HR Department in line with motor vehicle policy.
- Report all OHS matters to HR Department.

5. HCM support provided to unit

- Training needs / competency gaps and career planning of direct reports appropriately assessed and addressed in partnership with the Manager Properties, Rental & Customer Relations
- Relevant and timely coaching, guidance provided to direct reports for the purpose of capacity building and succession planning
- Appropriate performance measures for direct reports efficiently developed in consultation with Manager
 - Effective appraisals carried out with recommendations of professional development for staff ensured
- Best practice policies regarding recruitment and selection of staff are followed
- Staff grievances are addressed adequately as and they arise
- Time sheets are prepared accurately and submitted to HR Department by 2pm on Friday each week
- Staff are trained (on-site, formal) to carry out work according to industry standards.
- Staff provided with appropriate PPE at all times - OHS compliance at all times.

6. 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

Responsibilities - Key Competencies

| Competence | Description |
|-----------------------|--|
| Business | |
| Business Performance | Manage the performance of the organisation. |
| Risk Management | Analyse and manage risk. |
| 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. |
| 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. |
| Commercial Focus | Optimize the commercial viability of the organisation. |
| Relationship Building | Build beneficial relationships with suppliers and stakeholders. |
| Quality Focus | Deliver quality. |
| 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. |
| Professional | |
| Compliance | Comply with relevant laws and the policies and procedures of the organisation. |

Qualifications

Qualification Discipline

Notes

Preferred

Degree Property or Real Estate Management, Civil Engineering , Architect or other building profession such as Engineers,Building Engineers,Quantity Surveyors

Work Knowledge and Experience

At least 5 years experience in a relevant supervisory role

Strong technical knowledge and understanding of maintenance procedures, equipment, and systems are essential

Familiarity with industry and building codes, regulations and safety standards

Excellent problem-solving skills to identify issues, analyse situations and determine appropriate solutions

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Police Clearance

Relevant certifications, registrations, and licenses may be required.

Other Required Requirements

No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|---|----------|
| Internal | | |
| | All staff | |
| | Manager Properties, Rental & Customer Relations | |
| External | | |
| | Customers | |
| | Relevant stakeholders | |
| | Vendors and suppliers | |
| | Contractors | |

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.

Punctuality Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Forthright Speaks out frankly without hesitation, showing a direct manner.

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

Concrete thinker Focuses on the tangible experiences of actual things or events.

Decisive Reaches conclusions, promptly and firmly.

Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Intuitive Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.

How To Apply

Online

Contact for Enquiries

Contact Name: Keshwin Lata

Contact Email: Recruitment@prb.com.fj

Further Contact Information: --

Closing Date: 07 Oct 2025