

Position Description

Vacancy Title: **Chief Executive Officer**

Location:

Objective

The Chief Executive Officer is responsible for the executive leadership, management, and overall operational activities of the Fiji Rugby Union. The role identifies and responds to strategic opportunities and risks and challenges that arise within the organisation, including sound commercial strategies to ensure financial sustainability. In addition, the CEO will establish and maintain relationships with other relevant strategic partners, including local and international rugby bodies, statutory organisations, private sector stakeholders, and government ministries in Fiji. The Chief Executive Officer reports to the Board of Directors. The Chief Executive Officer is the principal representative of Fiji Rugby and plays a key role in ensuring the growth, integrity, and success of the sport nationally and internationally.

Outcomes

Organisational Stakeholders

1. A strategic and commercially focused organisation

- Lead the development and implementation of the organisation's strategic plan.
- Strengthen financial sustainability through sound commercial and investment strategies.
- Drive revenue growth through partnerships with government, donors, and the private sector.
- Maintain compliance with local and international regulatory and funding bodies.
- Ensure effective monitoring, evaluation, and reporting of performance outcomes.
- Promote prudent financial management and organisational efficiency.
- Build business opportunities that strengthen rugby development and long-term growth.

2. Organisational Management and Governance

- Provide effective leadership and management across all areas of the organisation.
- Oversee planning, budgeting, financial reporting, and performance monitoring.
- Maintain strong governance systems, policies, and internal controls.
- Support the Board through timely, accurate, and strategic reporting.
- Ensure the organisation meets all legal, financial, and administrative requirements.

3. Partnerships and Stakeholder Engagement

- Build and sustain strong relationships with key stakeholders, including government, donors, sponsors, international and regional rugby bodies, and affiliated unions.
- Strengthen Fiji Rugby's brand, communications, and public profile.
- Promote inclusivity, diversity, and good governance across all rugby programmes.
- Develop and maintain partnerships that advance rugby development and participation at all levels.

4. Human Capital and Organisational Development

- Establish and maintain an effective human resource management framework.
- Promote staff development, performance management, and succession planning.
- Create a culture of accountability, collaboration, and continuous improvement.
- Ensure safe, inclusive, and supportive workplace practices aligned to international standards.

5. Well-informed Board and stakeholders supports informed decision-making

- Board reporting on financial performance, mandated activities, programmes and activities provided in a timely manner
- Sound advice provided to the Board includes but is not limited to organisation policies, regulatory compliance and good governance
- Operations and administration of the Board is effectively supported
 - Board of is provided with papers, information, meeting agendas in a complete timely fashion
 - Board Chair is kept fully informed of key developments between Board meetings
- Stakeholder management between Board, organisations, community and stakeholders is effective and productive
- Corporate risk monitoring reports are accurate and timely

6. FRU's reputation and value standards demonstrated and promoted

- Uphold and promote the values and reputation of Fiji Rugby.
- Lead by example to ensure integrity, professionalism, and accountability.
- Encourage teamwork and unity across the organisation and wider rugby community.

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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
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.
Quality Focus	Deliver quality.
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.
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.
Financial Application	Apply financial principles and practices.
Global Environment	Respond to globally driven changes in the organisation's environment.
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		
Higher Degree incl. Post Grad Cert or Dip	Business Administration, Sales/Marketing/Advertising, Sports Management, Sport Medicine	
Desirable		
Masters Degree	Business Administration, Sales/Marketing/Advertising, Sports Management, Sport Medicine	

Work Knowledge and Experience

Demonstrated experience in strategic planning, human capital management, organisational leadership, change management, and investment

A minimum of ten years' professional experience in a similar environment and at senior management level

Experience working with/for sports organisation, institute and national sporting bodies with knowledge of rugby laws

Demonstrated experience coordinating multiple activities and in high level stakeholder engagement and relationship building including leading cross-cultural multi-disciplinary teams in complex working environments

Knowledge and experience in developing framework relating to sports development

Experience in sourcing and securing funding for financial sustainability and multiple revenue generating streams

Excellent communication and interpersonal skills, with the ability to influence, build partnerships, and drive stakeholder engagement at all levels

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

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		
	Management Team	
	All employees	
	Board of Directors	
External		
	Customers	
	Regulators	
	Suppliers	
	Sponsors	
	Donors	
	World Rugby Officials	

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.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.
Challenger	Queries, tests information/beliefs and provokes thought.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

