

Position Description

Vacancy Title: Expression of Interest

Location: **Suva**, **Fiji Objective**

The Expression of Interest (EOI) role provides an open opportunity for individuals at any work level and across all disciplines to register their interest in potential employment opportunities. Applicants may be considered for upcoming or future roles that align with their qualifications, experience, and career interests.

Outcomes

Organisational Stakeholders

- 1. Expression of Capability and Interest
 - · Applicants provide accurate and relevant information regarding their background, experience, and career goals.
 - Information submitted is used to identify potential role matches within client organisations.
- 2. Professional Representation and Conduct
 - · Applicants demonstrate professionalism, integrity, and a willingness to represent themselves and potential employers positively.

Responsibilities - Key Competencies

1	1	
Competence	Description	
Business		
Risk Management	Analyse and manage risk.	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.	
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.	
Quality Focus	Deliver quality.	
Organisational Values	Display the organisation's image and value standards.	
People		
Team Orientation	Work in a team towards a common aim.	
Facilitation	Assist the progress of work ensuring its timely and effective completion.	
Problem Solving	Develop practical solutions to a situation.	
Learning	Develop the competencies of self and others to enhance performance.	
Professional		
Technical Strength	Demonstrate knowledge of a specialist discipline.	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.	
Technology Application	Apply technology.	

Qualifications

Qualification Discipline Notes

Preferred Other

Accounting and Finance, Agriculture/Forestry/Fishing, Electrical/Electronics/Communications, Engineering, Sales/Marketing/Advertising, Operations Management, Human Resource Management, Accounting, Commerce or Business related field, Carpentry/Plumbing/Welding or other associated engineering trade., Computer studies and Information System, Business Management or Business Administration or related fields, Supply Chain & Logistics, Commerce / Marketing, Communications/Public Relations, Tourism/ Economics/Policy/ Financial Management and Development Studies., Information Technology

Work Knowledge and Experience

Basic to advanced understanding of workplace practices depending on experience level.

Familiarity with office or field-based work relevant to the applicant's background.

Strong willingness to learn, adapt, and contribute effectively to assigned roles.

 $\label{thm:communication} Demonstrated\ teamwork,\ communication,\ or\ problem-solving\ capabilities.$

Requirements

Language Proficiency

Excellent command of written and spoken English

Other Required Requirements

No other required items found.

Interactions

Туре	Interaction	Comments
Internal		
	Team members.	

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.

Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Detail Attends to the small elements of a task/activity, ensuring completeness and accuracy.

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

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

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.

Interpersonal Styles

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Team Enjoys being with others as part of a group or team.

Oriented

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or

solve problems.

Conscientious Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

How To Apply

--

Contact for Enquiries

Contact Name: Maxumise Team

Contact Email: jobs@maxumise.com

Further Contact Information: --

Closing Date: 13 Nov 2026