



## Position Description

Vacancy Title: **Estate Officer**

Location: **Nadi**

Reports To: **Senior Estate Officer (v 3.00)**

### Objective

Manage an assigned geographical area and/or group of clients and deliver client services to landowners and tenants in accordance with agreed service standards and established delegations.

### Outcomes

#### Organisational Stakeholders

##### 1. Outcome

###### 1. Business Growth

- Income: monthly collections target (budget) achieved or exceeded
- Opportunities for iTaukei Land use within the geographical/specialized area identified

###### 2. Case Management

- Relevant cases undertaken and provision of individual case advice as required in accordance with established delegations and perceived risk

###### 3. Efficient Work Practices

- Accurate and timely submission of plans, work schedule, budgets, reports and forecasts
- Accuracy in GIS and GPS functions
- Knowledge of land management and valuation principles and practice applied
- Negotiation and consultation skills demonstrated
- Driving skills

###### 4. Legal Compliance

- TLTB is 100% compliant with the Fiji Land tenure systems and all relevant legislation and regulation

###### 5. Leadership Role

- Fully competent and effective staff through efficient supervision, training and mentoring
- Monitor progress of work to provide the level of efficiency required for the satisfaction of customers.

###### 6. Risk Management

- Reduction in Accumulated arrears
- Customer dissatisfaction addressed
- OHS Compliance addressed

###### 7. Customer Service

- Quality and efficient customer service for internal and external clients of the Board.

###### 8. TLTB image and values standards demonstrated at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

###### 9. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured.

### Responsibilities - Key Competencies

#### Competence

#### Description

##### Business

- |                        |   |
|------------------------|---|
| Risk Management        | Analyse and manage risk.  |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |

##### People

- |                 |   |
|-----------------|---|
| Leadership      | Utilise a leadership position to influence people and events and to increase performance. |
| Self-Management | Manage your priorities and objectives efficiently and effectively                         |

##### Professional

- |                    |   |
|--------------------|---|
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
|--------------------|---|

Competence	Description
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Land Management & Development /Real Estate/ Landuse Planning/ Tourism/ Resource Management/Resource Economics/Geography or Equivalent	

## Work Knowledge and Experience

5 years of highly relevant experience

Demonstrated ability to plan, manage and deploy resources to address case management and meet service delivery standards

Comprehensive understanding of and appreciation of the Fiji land tenure system and associated legislation and key stakeholder requirements

Experience in land management and/or valuation of land and/or leasing services

Demonstrated success in improving quality of customer service

Demonstrated ability to be self managing and meet work deadlines

Demonstrated ability to resolve conflict between landowners and tenants

Negotiation skills are adequate to achieve results which are mutually satisfying to parties while achieving business outcomes

Establishes high personal standards and serves as an effective role model

Must have undergone a supervisory programme and demonstrates excellent supervisory skills

Excellent knowledge of Landsoft System

Excellent knowledge of Estate Operations Manual (EOM)

Knowledge of land management and valuation principles and practice

Demonstrated negotiation and consultation skills

## Requirements

### Language Proficiency

Excellent command of English

Knowledge of another language

### Professional Associations

### Regulatory Compliance Requirements

Drivers Licence

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
	Area Managers	
	Audit and Finance team	
	Executive Management	
<b>External</b>		
	Auditors	
	City and Town Councils	
	Clients	
	Customers	
	Financial Institutions	

Type	Interaction	Comments
	General Public	
	Government Officials	
	Landowners	
	Provincial Councils'	
	Sales Agents	
	Stakeholders	
	Tenants	

## 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.
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.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Well Organized	Controls tasks in a well thought out and critical manner

## How To Apply

Online through HRmonise link

## Contact for Enquiries

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**Closing Date: 23 Jan 2026**