



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 |
|------------------|---|-------|
| Preferred | | |
| 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 |
|-----------------|------------------------|----------|
| Internal | | |
| | All staff | |
| | Area Managers | |
| | Audit and Finance team | |
| | Executive Management | |
| External | | |
| | 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