

Position Description

Vacancy Title: **Senior Estate Officer - Tourism**

Location: **Nadi**

Reports To: **Manager Tourism (v 2.00)**

Objective

Strategise, monitor and advice tourism policies, plans, procedures of the Board and ensures efficient and effective provision of estate management services to the Board's clients to achieve the Board's missions and objectives. The role is accountable to the Manager Tourism.

Outcomes

Organisational Stakeholders

1. Outcome

1. Estates Work Unit's objectives, policies, client management strategies and case management programs within the context of the overall goals, and targets set are established and achieved.

2. Efficient Work Practices

- Accurate and timely submission of plans, work schedule, budgets, reports and forecasts to the manager
- Knowledge of land management and valuation principles and practice applied
- Negotiation and consultation skills are achieve results which are mutually satisfying to parties while achieving business outcomes

3. Leadership Role

- Estates Work Unit activities appraised according to overall objectives and continuous monitoring and evaluation of performance
- Fully resourced Estates Work Unit achieves case management goals and targets through proper planning, directing and controlling work allocation
- Fully competent and effective staff through efficient supervision, training and mentoring
- Performance, competency profile, motivation and morale of Estates Work Unit staff ensured

4. Case Management

- Relevant cases undertaken and provision of individual case advice as required in accordance with established delegations and perceived risk
- Delegated authority in accordance with established procedures and guidelines such as attendance at Provincial Council Meetings, Court hearings as Board's witness as required

5. Legal Compliance

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

6. Risk Management

- Reduction in accumulated arrears
- Customer dissatisfaction addressed
- OHS compliance sustained

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	
Business Performance	Manage the performance of the organisation.
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.
Communication	Exchange information through verbal communication

Customer

Competence	Description
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.

People

Self-Management	Manage your priorities and objectives efficiently and effectively
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Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

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

Desirable

Higher Degree incl. Post Grad Cert or Dip	Land Management & Development /Real Estate/ Landuse Planning/ Tourism/ Resource Management/Resource Economics/Geography or Equivalent	
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Work Knowledge and Experience

- 8 years advanced experience in Tourism and Estate Management
- Demonstrated ability to develop and manage work unit teams
- Demonstrated ability to manage and deploy resources to address case management and service delivery standards
- Understanding of and appreciation of the Fiji land tenure system and associated legislation and key stakeholder requirements
- Demonstrated experience in land management and/or valuation of land and/or leasing services
- Undergone Leadership & management Development Training or equivalent
- Demonstrated ability to lead change
- Demonstrated commercial and business acumen
- Negotiation and consultation skills are adequate to achieve results which are mutually satisfying to parties while achieving business outcomes
- Demonstrated commitment to quality customer service
- Establishes high personal standards and serves as an effective role model
- A good understanding of strategic planning and monitoring and evaluation processes
- Experience in the use of GPS and GIS
- Knowledge of land management and valuation principles and practice
- Negotiation and consultation skills

Requirements

Language Proficiency

- Excellent command of English
- Knowledge of another language

Professional Associations

- Member of the Fiji Institute of Valuers
- Registered Valuer

Regulatory Compliance Requirements

- Drivers Licence

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Employees	
	Management Team	

Type	Interaction	Comments
	Regional and Headquarters	
External		
	Clients	
	Government Officials	
	Industry Associations	
	Landowners	
	Provincial Councils'	
	Tenants	
	City and Town Councils	

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.
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.

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Realistic	Shows concern for facts and reality, rejecting the impractical.
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.
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