

Position Description

Vacancy Title: **Director, National Trust of Fiji**

Location: **Suva**

Reports To: **None**

Objective

The Director provides strategic and operational leadership to ensure the National Trust of Fiji fulfils its statutory mandate to conserve, protect, and sustainably manage Fiji's natural and cultural heritage. The role leads policy development, organisational performance, financial sustainability, stakeholder engagement, and institutional capacity strengthening while safeguarding declared heritage sites and national heritage assets. The position sits within the Office of the Director and reports directly to the National Trust Council (NTC) Chair, based in Suva, Fiji. The Director is responsible for delivering an approved Strategic Plan aligned to national development frameworks and heritage legislation, ensuring effective governance, compliance, and accountability across all Trust operations. The role strengthens sustainable management of declared heritage sites, secures financial sustainability through sound budgeting and resource mobilisation, and builds high-value partnerships with national and international stakeholders to advance conservation and heritage outcomes.

Outcomes

Organisational Stakeholders

1. Strategic Leadership

- Strategic Plan is developed, implemented, and reviewed.
- Organisational priorities are aligned to environment, culture, tourism, and climate resilience frameworks.
- Annual operational plans are approved and delivered.
- Performance against KPIs is monitored and reported.

2. Governance and Policy Leadership

- Heritage management policies and legislation are reviewed and updated.
- Procedures for declaration of heritage sites are standardised and applied.
- National heritage register is maintained and kept current.
- Compliance with National Trust Act and World Heritage Act is ensured.

3. Heritage and Conservation Management

- Sustainable management plans are in place for all declared heritage sites.
- Monitoring and evaluation systems operate for conservation and visitor management.
- Core education and outreach programmes are delivered.
- Conservation risks are identified and mitigated.

4. Partnerships and Community Engagement

- Partnerships are established with government, NGOs, private sector, and international agencies.
- Community conservation and co-management models are implemented.
- Global linkages through IUCN and INTO are strengthened.
- Stakeholder relationships are actively managed.

5. Financial Stewardship

- Annual budgets are prepared and approved.
- Expenditure is controlled and monitored.
- Procurement and financial policies are complied with.
- Funding and grants are secured.

6. People and Capacity Development

- Workforce capability development plans are implemented.
- Training and development programmes are delivered.
- Knowledge sharing is promoted.
- Performance reviews are conducted annually.

7. Reporting and Accountability

- Reports are submitted to DHA, donors, and partners on time.
- Annual and project reports meet required standards.
- Donor and regulatory compliance is maintained.
- Council is provided with accurate performance information.

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.
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.
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.
Promotion	Promote the value of the products/services offered by 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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
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.
Financial Application	Apply financial principles and practices.
Global Environment	Respond to globally driven changes in the organisation's environment.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Masters Degree	Heritage Management, Environmental Conservation	

Work Knowledge and Experience

- Advanced degree in heritage management, environmental conservation, or related field.
- OR Bachelor's degree in relevant field with minimum 10 years professional experience in culture and conservation.
- Minimum 10 years leadership experience, including 5 years in senior management.
- Extensive experience in leading heritage, conservation, or cultural institutions at a national or regional level
- Proven experience in developing and implementing strategic and operational plans.
- Demonstrated experience in policy development, legislative review, and regulatory compliance.
- Proven track record in building and managing partnerships with government, NGOs, donors, and international organisations.
- Strong experience in financial management, budgeting, and resource mobilisation.

Requirements

Other Required Requirements

- DECISION MAKING AUTHORITY
- Approve operational plans within approved budget.
- Authorise expenditure in line with delegated financial limits.
- Represent the Trust in external engagements.

WORKING CONDITIONS

- Office-based with regular site visits.

PERFORMANCE REVIEW

- Annual performance review against agreed KPIs.

Interactions

Type	Interaction	Comments
Internal		
	• National Trust Council Chair • National Trust Council Members • Senior Management and Staff	
External		
	• Department of Heritage and Arts • Government Ministries and Agencies • Donors and Development Partners • NGOs and Conservation Organisations • Communities and Traditional Owners • International Bodies (IUCN, INTO)	

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.

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.
- Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

- Concrete thinker Focuses on the tangible experiences of actual things or events.
- Decisive Reaches conclusions, promptly and firmly.
- Intuitive Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.
- Numerate Shows abilities in quantitative thought and expression.
- Well organised Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 01 Mar 2026