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## Position Description

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Vacancy Title: **Chief Executive Officer**

Location: **Suva**

Reports To: **None**

### Objective

The CEO is the principal executive leader of Fiji Cooperative Dairy Company Limited, responsible for setting strategic direction and delivering enterprise performance in line with the cooperative's mandate and statutory obligations. The CEO leads implementation of the Corporate Plan to progress Fiji towards liquid milk self-sufficiency through the reliable supply of premium quality raw milk, high-performing upstream services, continuous improvement, strong farmer engagement, trusted information, and effective sector advocacy, while embedding FCDCL's values in culture and decisions. The CEO is accountable to the Board of Directors.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Strategic leadership, Corporate Plan delivery and organisational performance

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- A Board-approved strategic plan and annual operating plan are in place, clearly linked to divisional plans, role responsibilities and staff KPIs.
  - Organisational performance actively monitored, analysed and improved, with timely corrective action and transparent reporting to the Board.
  - Future risks, opportunities and innovations identified and actioned across dairy production, upstream services, logistics, technology adoption, diversification and emergency preparedness.
  - A high-performing organisational culture established, promoting accountability, adaptability, innovation and service to farmers.
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##### 2. Raw milk supply growth and supply chain management (self-sufficiency agenda)

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- Raw milk volumes and supply reliability improve year-on-year, consistent with Corporate Plan growth targets and national self-sufficiency ambition.
  - Farm development and productivity programmes executed effectively, including targeted engagement of priority suppliers, structured farm visits, quarterly inspections, and disciplined monitoring and reporting.
  - Effective coordination maintained with relevant partners (including government stakeholders where applicable) to support herd improvement initiatives, new breeds/breeders, and where approved, importation programmes and associated planning and compliance.
  - Accurate, timely farm and production records maintained and used to drive decisions (including national database integration where required).
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##### 3. Premium quality raw milk and compliance with processing standards

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- End-to-end quality management systems protect and lift raw milk quality, ensuring members consistently meet processing standards.
  - Farm hygiene and cleaning strategies implemented and reinforced through clear SOPs, education, and compliance monitoring.
  - Quality risks controlled through robust testing, traceability, corrective action, and consistent farmer engagement and communication.
  - FCDCL is regarded as the trusted source of relevant and timely information on dairy-related matters that affect quality and compliance.
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##### 4. Farmer value, services and livelihoods uplift (member-centric delivery)

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- Farmers experience a consistently high-quality, responsive and timely service across advisory support, inputs, equipment hire and operational interactions.
  - Farmer complaints, needs and service requests captured, analysed and resolved with discipline, transparency and measurable improvement.
  - Incentive mechanisms and membership/ shareholding benefits communicated clearly and applied fairly to strengthen retention and participation.
  - Capability building for farmers delivered through effective extension and advisory services, improving productivity, husbandry standards and confidence in the cooperative.
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##### 5. Feed strategy and feed mill performance (where within FCDCL operations)

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- Supplementary feeding strategies and ration development implemented to support productivity, resilience and improved supply.
  - Feed mill performance improves through proactive maintenance, reduced breakdowns, improved efficiency, reliable scheduling, good quality raw material procurement and assured spare parts availability.
  - Feed product quality, yield and unit cost of production managed actively to support farmer outcomes and organisational profitability.
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##### 6. Commercial diversification, product performance, marketing and rebranding

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- Current commercial lines (e.g., farm inputs/hardware and other approved trading activities) demonstrate consistent supply, improved quality and profitable growth.
  - New products and partnerships assessed and progressed in line with strategic fit, governance requirements and market demand (including safety/OHS product lines where applicable).
  - A disciplined marketing and rebranding programme implemented, supported by measurable sales plans, customer visits, merchandising, advertising, trade show participation and customer feedback management.
  - Customer service delivery strengthened through regular correspondence, complaint management and performance reporting.
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## 7. Financial performance, profitability and stewardship

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- The desired profitability outcomes achieved consistently, supported by disciplined budgeting, forecasting, cost control and cashflow management.
  - Financial reporting accurate, timely and compliant with accounting standards, with strong internal controls and effective procurement governance.
  - Operating and capital expenditure planned and managed in line with the Corporate Plan and Board approvals, including adherence to tender and CAPEX thresholds.
  - The sustainability of funded projects and programmes ensured through strong planning, monitoring, acquittal reporting and transparent stewardship.
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## 8. Governance, statutory compliance, reporting and accountability

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- FCDCL meets all obligations under the Co-operative Dairy Companies Act (Cap. 119), Companies Act 2015 and other statutory requirements (including tax, FNPF and levies) on time and without exception.
  - Board processes operate effectively
    - papers distributed on time, meetings occur as scheduled, minutes and action plans issued promptly, and decisions are executed.
  - Required reporting to external parties (including Ministries and auditors) accurate, complete and submitted on time, including six-monthly reports, acquittals, Annual Report and AGM deliverables.
  - Audit findings and management letter issues addressed through clear action plans with owners and deadlines, and closure is evidenced and reported.
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## 9. Enterprise risk management, emergency readiness and resilience

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- A fit-for-purpose Enterprise Risk Management Framework and governance framework implemented and maintained, tailored to a farmer-owned cooperative and public accountability expectations.
  - Material risks (climate events, biosecurity and animal health, supply chain disruption, infrastructure failure, reputational and compliance risk) actively managed, with timely escalation to the Board.
  - The organisation maintains effective crisis response and business continuity capability, including clear decision rights and communications protocols.
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## 10. People, culture, safety and capability

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- FCDCL maintains a positive work environment aligned to its values, with a strong focus on individual and professional growth and excellence in delivery.
  - Leadership and workforce capability strengthened through recruitment, performance management, mentoring, development planning, succession and recognition.
  - Occupational health and safety demonstrably prioritised with strong systems, reporting and accountability.
  - Staff retention and workforce stability improve through fair leadership, clear expectations, and a culture of teamwork and respect.
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## 11. Sustainability, environment and community contribution

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- The organisation supports green growth and climate adaptation priorities within the dairy industry and within FCDCL operations.
  - Environmental impacts monitored and managed (including pollution prevention and responsible resource practices) as part of day-to-day operational discipline.
  - Community involvement delivered through responsible employment practices, support to community initiatives and visible corporate social responsibility outcomes, aligned to cooperative values.
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## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
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.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b> Higher Degree incl. Post Grad Cert or Dip	Commerce, Business Management or Business Administration or related fields, Agriculture	

## Work Knowledge and Experience

Demonstrated experience in agriculture, agribusiness and/or government/regulatory environments (preferably dairy or livestock).

Minimum 10 years' experience in senior management/executive roles with accountability for strategy and operational delivery.

Proven track record in developing and implementing organisational or sector strategies and policies.

Experience leading large, multidisciplinary teams, including capability building for farmers and staff (technical upskilling and operational excellence).

Demonstrated success managing complex stakeholder relationships at national, regional and (where relevant) international levels.

Strong experience in financial and operational sustainability, performance improvement and governance reporting.

Crisis and emergency response leadership (climate events, biosecurity/disease, major disruptions) is an advantage.

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board Chairman and Board of Directors	
	Executive leadership team and managers	
	All employees	
	Member farmers/shareholders	
<b>External</b>		
	Government and relevant Ministries/agencies	policy alignment, reporting, acquittals, subsidies and sector development programmes.
	Processors/market partners (including Fiji Dairy Limited where applicable)	quality standards, supply requirements, operational coordination and relationship management.
	Auditors and regulators	statutory compliance, quality and safety obligations, governance assurance.
	Suppliers and service providers	procurement value, service reliability, compliance with FCDCL standards.
	Community stakeholders and media	reputation management, transparency, CSR and community outcomes.

## 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.

### Interpersonal Styles

- Forthright Speaks out frankly without hesitation, showing a direct manner.
- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

### 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.
- Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.

## How To Apply

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### Contact for Enquiries

Contact Name: Jessica Patterson

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Further Contact Information: --

**Closing Date:** 15 Mar 2026