

Position Description

Vacancy Title: **Compliance Officer**

Location: **Denarau**

Reports To: **None**

Objective

The Compliance Officer is responsible for the end-to-end management of Port Denarau Marina Limited's (PDML) obligations under the Enforceable Undertaking accepted by the Fijian Competition and Consumer Commission (FCCC). This role ensures that PDML operates with competitive neutrality, maintains strict information barriers, and adheres to all regulatory reporting timelines.

Outcomes

Organisational Stakeholders

1. Undertaking Governance & Monitoring

- Act as the primary internal custodian of the FCCC Enforceable Undertaking and the PDML Compliance Action Plan.
- Monitor daily operations to ensure Competitive Neutrality and non-discriminatory treatment of all marina users and tenants.
- Review all proposed pricing, discounts,

2. Information Barriers (Chinese Walls)

- Implement and oversee physical and digital information barriers between PDML and Fijian Holdings Limited (FHL) / SSCL.
- Manage the access control list for shared systems and conduct bi-annual audits of IT access logs.
- Review and document all permitted information exchanges (e.g., financial reporting) to ensure compliance with confidentiality protocols.

3. Conflict of Interest & Personnel Separation

- Maintain the PDML Conflict of Interest Register for all Directors and Senior Management.
- Review board and management appointments to ensure no dual roles exist that violate the personnel separation requirements of the Undertaking.
- Coordinate the recusal process for nominee directors during sensitive commercial deliberations.

4. Reporting & FCCC Liaison

- Lead and preparation of Bi-Annual and Annual Compliance Reports for submission to the FCCC.
- Serve as the designated Point of Contact for the FCCC on all compliance-related queries and information requests.
- Coordinate and facilitate the Annual Compliance Audit conducted by the FCCC.

5. Training & Culture

- Develop and deliver mandatory compliance training for all PDML staff and Board members regarding their obligations under the FCCC Act 2010 and the Undertaking.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
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.

Qualifications

Qualification	Discipline	Notes
Preferred Degree	Accounting, Business and Management, Laws	
Preferred Higher Degree incl. Post Grad Cert or Dip	Legal and Compliance	

Work Knowledge and Experience

3–5 years of experience in regulatory compliance, internal audit, or legal practice within Fiji.
Familiarity with the FCCC Act 2010 and Fijian corporate governance standards.

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
No interactions found.		

Attributes

Behavioural Styles

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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team	Enjoys being with others as part of a group or team.
Oriented	

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

Submit your CV and Cover Letter, including contact details of 3 professional referees. This Application will be treated with strict confidence.

Contact for Enquiries

Contact Name: Asneel Kumar
Contact Email: hr@denaraumarina.com
Further Contact Information: 7075634

Closing Date: 05 Jun 2026