



Position Description

Vacancy Title: **Chief Executive Officer (CEO)**

Location:

Reports To: **None**

Objective

The CEO is accountable for the strategic, operational, and financial leadership of Suva City Council. The role ensures the Council fulfils its mandate of providing effective governance, sustainable development, quality municipal services, and improved quality of life for the people of Suva.

Outcomes

Capital Stakeholders (Owners)

1. Strategic Leadership and Governance

- Long-term vision for the city is established and aligned with Council's mandate and national development priorities.
 - Council's strategic and operational policies are developed, approved, and implemented effectively.
 - Governance and accountability systems are maintained to ensure compliance, transparency, and integrity.
 - The organisational structure, resources, and systems are aligned to deliver Council's goals.
 - Relationships with the Lord Mayor, Councillors, and central government agencies are managed to support informed decision-making and collaboration.
 - Strategic risks are identified, assessed, and managed to protect Council's reputation and sustainability.
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Organisational Stakeholders

1. Organisation Represented

- Strong partnerships are built and maintained with Government ministries, private sector stakeholders, development agencies, and community organisations.
 - Advocacy and representation of SCC interests are conducted in forums, working groups, and public events.
 - Council policies, development plans, and service strategies are communicated to stakeholders clearly and consistently.
 - Research, policy papers, and advisory briefs are developed to support evidence-based decisions.
 - Community engagement initiatives are designed and led to strengthen trust and participation in Council processes.
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2. Service Delivery and Community Impact

- Delivery of essential services including waste management, sanitation, health, market management, parks, and infrastructure is planned and monitored for efficiency and quality.
 - Urban planning, land use, and infrastructure development priorities are managed to support sustainable city growth and urbanisation.
 - Service standards are established, monitored, and reviewed to ensure responsiveness and continuous improvement.
 - Public spaces, parks, and community amenities are developed and maintained to promote wellbeing, accessibility, and safety.
 - Citizen feedback is systematically collected and integrated into service and policy improvements.
 - Environmental sustainability and resilience initiatives are embedded in Council's service delivery framework.
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3. Financial and Resource Management

- Council's long-term financial strategy and annual budgets are developed, approved, and implemented in accordance with statutory requirements.
 - Rates, fees, and revenue systems are strengthened to ensure sustainable income streams and financial independence.
 - Financial management systems are maintained to ensure accuracy, accountability, and transparency.
 - Procurement, contracting, and asset management practices are efficient, value-driven, and compliant with legislation.
 - Expenditure is monitored against approved budgets, and timely reporting is provided to the Council.
 - Financial performance and audit outcomes are reviewed to identify efficiency gains and manage fiscal risks.
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4. People and Organisational Development

- A capable, diverse, and high-performing workforce is developed to deliver Council's strategic objectives.
 - Clear performance management and accountability frameworks are implemented across all departments.
 - Leadership capability and succession planning are developed to sustain institutional knowledge and operational continuity.
 - Safe, inclusive, and respectful workplace culture is maintained in compliance with workplace laws and Council values.
 - Staff learning, development, and recognition initiatives are promoted to support motivation and engagement.
 - Internal communication and collaboration are strengthened across all levels of the organisation.
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5. Stakeholder and External Relations

- Strong partnerships are maintained with key national and local stakeholders including the Ministry of Local Government, Ministry of Economy, Fiji Roads Authority, and other statutory agencies.
- External relations strategies are developed to enhance SCC's public profile and influence.
- Regional and international collaborations are pursued to attract technical assistance and development funding.
- Transparent communication ensures public confidence in Council's decisions, operations, and financial performance.
- Grievance mechanisms and public consultation processes are implemented to promote accountability and responsiveness.
- Community outreach programmes and events are organised to enhance civic pride and participation.

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.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Organisational Values	Display the organisation's image and value standards.
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	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Masters	Business Administration, Engineering,	Candidates with additional qualifications or certifications in leadership, municipal management, or sustainability are highly preferred.
Degree	Management/Planning/Policy, Public Administration	

Work Knowledge and Experience

- A minimum of 5 years of proven experience as a CEO, or in an equivalent senior executive leadership role, managing large-scale, multidisciplinary organisations.
- Experience in municipal governance, public administration, or infrastructure management will be an advantage.
- Proven experience in strategic planning and implementing transformative initiatives.
- Demonstrated ability to oversee complex projects, including financial, human, and physical resource management.
- Extensive experience in engaging with stakeholders, including navigating government, private sector, and community partnerships.
- Strong background in managing financial aspects, including budget preparation, monitoring, and ensuring successful audits.

Requirements

Language Proficiency

Excellent command of English

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Police Clearance

Other Required Statements

Internal

- Lord Mayor and Councillors
- Executive Management Team
- Department Managers (Finance, Works, Planning, Health, Community Services)
- SCC Staff

Interactions

Type	Interaction	Comments
External		
	Statutory Authorities	
	Taxation Authority	
	Residents and Ratepayers – Core beneficiaries of services and primary source of revenue.	
	Central Government – Ministries of Local Government, Health, Infrastructure, Environment, Finance for regulatory and funding alignment.	
	Development Partners and Donors – Organisations supporting infrastructure, environment, and community development projects.	
	Private Sector and Business Community – Local businesses, investors, chambers of commerce, market vendors.	
	Community Organisations and Civil Society Groups – NGOs, neighbourhood associations, advocacy groups.	
	Educational Institutions – Schools, universities, training providers for workforce and community development.	
	Media – Outlets that shape public perception and accountability.	
	Regional and International Bodies – Pacific regional organisations, municipal associations, and global city networks.	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
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

Challenger	Queries, tests information/beliefs and provokes thought.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

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Closing Date: 26 Jul 2026