
Position Description

Vacancy Title: **Head of Category Management**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Head of Category Management provides strategic and commercial leadership for assigned retail categories across the national network to deliver profitable growth, customer value and consistent execution across all branches. Category strategy, range architecture, pricing, margin, supplier performance, inventory productivity and visual merchandising are managed and governed through cross-functional collaboration and evidence-based decision-making. The role reports to the General Manager Category.

Outcomes

Organisational Stakeholders

1. Category strategy and commercial performance delivered

- Category-specific short and long-term strategies developed and implemented in alignment with business goals, market trends and brand objectives.
 - Category priorities and measurable targets established and aligned to company strategy, budgets and growth objectives.
 - Customer, market and competitor insights translated into profitable category plans and value propositions.
 - Commercial risks evaluated and evidence-based decisions applied to support sustainable growth.
 - Category performance monitored against plans and budgets, corrective actions executed and outcomes communicated to relevant stakeholders.
 - Sales, margin, stock productivity, supplier income and long-term category health, balanced to deliver profitable growth.
 - Category improvement opportunities identified and executed to improve financial and customer outcomes.
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2. Assortment, visual merchandising and branch execution optimized

- Product assortments determined and range architecture optimized at branch and national level.
 - Store space allocation optimized through merchandising plans and category space optimization.
 - Visual merchandising standards established and executed consistently across all branches.
 - Growth opportunities identified from market intelligence and data and execution delivered across branches.
 - Branch and floor teams trained on category standards, product knowledge and execution requirements.
 - Branch and trade operations supported as category subject-matter expertise and escalation point.
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3. Pricing, promotions and value initiatives implemented

- Pricing frameworks set and maintained to support category strategy, margin and customer value.
 - Promotional campaigns designed and executed in coordination with relevant functions.
 - Discount strategies managed to protect profitability while driving traffic and conversion.
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4. Inventory productivity and replenishment outcomes improved

- Sales data and consumer demand analyzed to optimize inventory levels and reduce waste.
 - Inventory productivity initiatives implemented across the network to improve availability and working capital efficiency.
 - Exit strategies designed and executed for underperforming or unsuccessful products.
 - Forecasting and inventory optimization practices applied to improve replenishment accuracy and service levels.
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5. Supplier performance and negotiation results secured

- Supplier relationships developed and maintained to secure availability, performance and mutual value.
 - Complex supplier negotiations led and contracts negotiated to improve commercial terms and service outcomes.
 - Supplier performance managed through agreed measures and improvement actions.
 - Local and international supplier engagements executed to support category growth and customer experience.
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6. Cross-functional collaboration and stakeholder communication strengthened

- Cross-functional category plans executed with retail, procurement, supply chain, marketing, sales and finance stakeholders.
 - Complex commercial information presented clearly to support decision-making and stakeholder alignment.
 - Training and communication delivered to staff and stakeholders to ensure consistent category execution.
 - Stakeholder expectations managed and competing priorities resolved to support business outcomes.
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7. Technology, best practices and innovation embedded

- ERP and category management technologies utilized to implement International Best Practices (IBP).
- Business process improvements delivered to increase efficiency and improve customer experience.
- Warehouse Management System (WMS) and order/shipment tracking capabilities leveraged to improve availability and execution.
- Merchandising planning systems applied to strengthen planning, execution and reporting.
- Innovation initiatives driven across employee levels to embed continuous improvement and new ways of working.

8. Compliance, confidentiality and risk controls enforced

- Category activities aligned to company policies and applicable industry regulations.
- Category-related risks identified, assessed and mitigated to protect commercial and operational outcomes.
- Confidential and commercially sensitive information protected in accordance with company confidentiality requirements.
- Material, people, commercial and risk issues escalated through appropriate governance channels.

9. People leadership and performance management aligned and achieved

- Teams led, motivated and coached to improve capability, engagement and results.
- Performance objectives clarified, accountability assigned and progress monitored against milestones.
- Feedback, coaching and fair performance appraisals delivered to support development and high performance.
- Leadership behaviors modeled to drive change, resolve conflict and improve execution standards.
- Inclusive leadership practices supported to enable equitable participation and gender balance objectives.

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.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Other	Business, Commerce, Marketing, Supply Chain, Retail Management, or a related discipline	or a related field from a recognised tertiary institution.
Preferred		
Other		Postgraduate qualification in a relevant field (advantage).

Work Knowledge and Experience

- At least 7 years of relevant experience in category management, buying, merchandising, procurement or trade sales.
- Minimum of 3 years' experience in a leadership or senior commercial role.
- Demonstrated experience managing a sizeable category or portfolio with accountability for sales, gross margin, inventory and supplier performance.
- Proven experience leading complex commercial negotiations with senior stakeholders and local and/or international suppliers.
- Experience applying retail category management disciplines including range planning, pricing, promotions, forecasting, inventory management and visual merchandising.
- Advanced analytical and reporting experience, including strong proficiency in Microsoft Excel.
- Experience with SQL, Power BI or similar reporting tools (advantage).
- Experience using ERP, replenishment or category management systems such as Oracle, SAP, Microsoft Dynamics or Netstock.

Requirements

Regulatory Compliance Requirements

Excellent written and verbal English communication skills.. Ability to present recommendations and influence senior internal and external stakeholders.. Adherence to company confidentiality obligations during and after employment.. Proficiency with category

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All Organisation Divisions/Departments	
External		
	Suppliers	
	Manufacturers	
	Distributors	
	Statutory Authorities	
	Logistics Providers	

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.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Perceptive	Shows keen insight and understanding of issues or situations.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

Contact for Enquiries

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Closing Date: 15 Aug 2026