



## **VACANCY: BUSINESS DEVELOPMENT OFFICER (X1)**

Fiji Pine Trust (FPT) was established by the Fijian Government under the Fiji Pine Decree 1990. The Trust is governed in accordance with the Fiji Pine Trust Rules dated 13<sup>th</sup> May 2008. The Trust has entered into service level agreement with Fiji Pine Limited and Ministry of Forests to provide landowner based services which includes:

- (i) Awareness and consultation to extension and stakeholders
- (ii) Training on business, commerce and Forest Based companies
- (iii) Liaison and dispute resolution on extension forests and leased land
- (iv) Management of extension forests

We are seeking to recruit individual with suitable qualifications, experience, who are highly motivated and have dynamic personality for the position of Business Development Officer to be based at our Drasa - HQ.

### **Responsibilities**

- Provide advisory roles to Forest Based setups
- Carry out compliance and investigation functions for FPT.
- Review Company controls, evaluate risks and propose enhancements to improve effectiveness and efficiency of business functions.
- Review compliance of Company operations and Forest Based Companies to applicable laws, regulations and policies and procedures of the Company.
- Gather, analyse and evaluate facts, and prepare and present concise oral and written reports.
- Propose value added recommendations based on audit findings.
- Ensure that the organization and Forest Based Companies is complying with relevant laws and statutes.
- Conduct follow-up audits; ensure rectification and implementation of recommendations.
- Develop and sustain solid relationship with company, stakeholders and customers.
- Assist in training and capacity building of staffs.
- Collaborating with company executives to determine the most viable costs effective approach to pursue new business opportunities.
- Conduct market research to identify new business opportunities.
- Any other tasks as assigned by Supervisor/Manager or respective Heads of FPT.

### **Qualification & Experience**

The successful candidate must have the following prerequisites:

- Bachelor of Accounting/Business & Audit Management from a recognized tertiary institution.
- 2 - 3 years of relevant work experience.
- Must be able to meet deadlines and work under minimum supervision.
- Must be a team player, have a can do attitude with good personal presentation and effective communication skills.
- Must have management skills and quality leadership role.
- Good understanding of land ownership structures and relevant laws.
- Good understanding or experience in forestry operations.
- Effective communicator, innovative and passionate for the job.
- Display strong attention to detail and accuracy.
- Self-motivated, team player, reliable, punctual and positive attitude.
- Clean valid Group 2 driver's licence, will be an added advantage.

Excellent communication skills combined with the ability to work in a challenging environment is essential.

Applicants should write or email in by 24<sup>th</sup> November 2023 with a comprehensive application package to:

Or hand delivered to the address below:

Vacancy – **Business Developmentl Officer**  
Human Resources Unit  
Fiji Pine Trust  
PO Box 5721  
Drasa  
Lautoka

Email: [tnabou@fpt.com.fj](mailto:tnabou@fpt.com.fj)  
[dtabualovoni@fpt.com.fj](mailto:dtabualovoni@fpt.com.fj)  
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**Only shortlisted applicants will be contacted**