

POSITION DESCRIPTION – FEBRUARY 2020

POSITION TITLE: Properties Officer

POSITION NUMBER: L6-004

LOCATION: FRCS Office, Lautoka

REPORTS TO: Manager Projects and Properties

THE ORGANIZATION

The Fiji Revenue & Customs Service (FRCS) is a statutory Service established under the FRCA Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

POSITION PURPOSE

The Properties Officer is responsible for providing efficient and effective administrative and support services for daily operations in the areas of Property Maintenance & Asset Management. Also be responsible and accountable for the monitoring and proper management of FRCS's property and other assets & to continuously seek to improve the abilities of the Unit in effectively carrying out its duties

As a member of the Properties Team the role contributes to the achievement of our Vision.

ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
Assets & Properties	<ul style="list-style-type: none"> ▪ Assist in the annual auditing of FRCS fixed assets count. ▪ Conduct the asset counting, recording of the count and update of asset register. ▪ Assist with basic office maintenance works, setting up and relocation of office furniture. ▪ Ensure FRCS's grounds, gardens and car park areas are always kept clean for internal and external customers. ▪ Administrate all official vehicles in the West.
Service Maintenance	<ul style="list-style-type: none"> ▪ Ensure that all equipment/machinery and building service maintenance is conducted thoroughly and update the services register in a timely manner. ▪ Monitor to ensure service maintenance such as machinery equipment, air conditioning, generator, sanitization, pesticide and office cleaning is implemented in a timely manner. ▪ Ensure that all official vehicles in the West are serviced and maintained on time
Service Management	<ul style="list-style-type: none"> ▪ Ensure delivery of services comply with policies & procedures

	<ul style="list-style-type: none"> ▪ Assist in the monitoring & administration of Service Level Agreements. ▪ Provide secretariat & support for OHS activities ▪ Must become an authorized driver to stand in as Driver if need be
Core Duties	<ul style="list-style-type: none"> ▪ Supervise and co-ordinate the activities of the Unit in consultation with the Projects & Assets Admin to ensure the efficient and effective delivery of outputs. ▪ Provide timely and accurate reports to management using relevant analytical tools as and when required in relation to property and asset management. ▪ Prepare reports and advice on disposal of assets when necessary. ▪ Coordinate the process of disposing assets when required. ▪ Provide advice to management on strategies for property management, asset maintenance and replacement. ▪ Work with management to assist in the preparation of business case/cost-benefit analyses outlining the anticipated capital budget required each year for asset replacement/purchase. ▪ Develop and maintain appropriate systems for monitoring asset use for assets such as vehicles, office equipment, furniture & fittings, buildings, etc. ▪ Coordinate and assist in the conduct of the annual inventory/stocktake of assets FRCS-wide. ▪ Regularly reconcile inventory records to ensure all assets are properly accounted for and provide report to management. ▪ Develop new policies or revise existing policies for asset/property management in accordance with best practice methods and international accounting standards and in consultation with the National Manager Finance. ▪ Continuously liaise with other Divisional Heads for the proper management of assets under their care as well as compliance with existing policies and regulations. ▪ Monitor the implementation of contractual obligations for services provided for the regular maintenance of FRCS's properties and assets and to ensure management is informed well in advance of expiry of any such contracts. ▪ Liaise with contractors on any issue relating to the provision of their services. ▪ Contribute towards staff development and training.
Stakeholder Management	<ul style="list-style-type: none"> ▪ Work closely with the Projects & Assets Admin to establish and review strategic priorities for financial initiatives and building key partnerships within the organisation ▪ Support and participate in financial reporting initiatives to increase business and value added services
Risk Management and Security	<ul style="list-style-type: none"> ▪ Work with the Projects & Assets Admin on risk management, disaster recovery & contingency planning ▪ Monitor risk factors management policies and procedures to ensure that program and organisational risks are minimized ▪ Prepare financial evaluations and costing for FRCS's business initiatives and proposals including financial risk and financing strategies
Health, Safety, and Wellness	<ul style="list-style-type: none"> ▪ Champion high standards of Health, Safety and Wellness across FRCS incorporating components into development initiatives where appropriate

	<ul style="list-style-type: none"> ▪ Ensure compliance to relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives are supported and that relevant policies are understood, followed and implemented by all employees
--	---

DELEGATIONS

As may be delegated by Senior Properties Officer/Manager Projects & Properties from time to time.

PERSON SPECIFICATION

ESSENTIAL Tertiary Level Diploma/Graduate in Property or Project or Civil/Construction related technical areas
 At least 3 years’ experience as Properties Officer/Properties Assistant
 Full Driver’s License - Group 2

DESIRABLE Time Management
 Trade in Carpentry
 Electrical
 Computer literate
 Excellent communication in written and verbal
 Integrity
 Honesty
 Interpersonal skills – forthright, self-sufficient, team oriented

PERFORMANCE COMPETENCY INDICATORS

As a Properties Officer your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report quarterly to the Project & Assets Admin on progress, and provide mitigation strategies and timelines where agreed criteria are at risk of non-achievement.
- **Leadership competencies** - you report quarterly on your facilitation performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
Process Management	<ul style="list-style-type: none"> ▪ Consistently good at identifying the necessary processes, and organising the right people to get things done ▪ Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources ▪ Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner
Decision Quality	<ul style="list-style-type: none"> ▪ Utilises a mixture of analysis, wisdom, experiences, and judgement to make high quality, timely decisions, that produce ideas and solutions that are accurate and demonstrate sound judgement, risk management, and integrity ▪ Provides coaching to others to make decisions that sit within their delegations and area of responsibilities

Drive For Results	<ul style="list-style-type: none"> Can be counted on to successfully exceed goals and expectations by consistently performer, continually pushing themselves and others for results
Financial Management	<ul style="list-style-type: none"> Considers the financial impact of business decisions, can analyse financial data, sound financial decisions based on analysis
Courageous Conversation	<ul style="list-style-type: none"> Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical) Takes tough stands and faces up to problems with any person or in any situation when necessary, and take negative action when it is necessary to do so
Presentation Skills	<ul style="list-style-type: none"> Effectively presents to a variety of audiences on both uncontroversial and controversial topics Commands attention and can read the audience, adjusting their approach as needed
Listening	<ul style="list-style-type: none"> Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting
Problem Solving	<ul style="list-style-type: none"> Uses rigorous logic and methods for recognising and solving difficult and/or hidden problems by providing effective solutions; and looks broadly for answers and searching beyond obvious answers for the best solutions. Conducts high quality and honest analysis of information and data to aid in problem solving
Self-Development	<ul style="list-style-type: none"> Is personally committed to and actively works to continuously improve self Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.

Properties Officer - Position Description February 2020 - L6-004