

**POSITION DESCRIPTION AUGUST 2023**


---

**POSITION TITLE:** Senior Properties & Administration Officer

**LOCATION:** FRCS Head Office, Suva

**REPORTS TO:** Manager Facilities & Projects

---

**THE ORGANIZATION**

The Fiji Revenue and Customs Service (FRCS) is a statutory Service established under the FRCS 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 Senior Properties & Administration 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
<p><b>Reports and Coordination</b></p>	<ul style="list-style-type: none"> <li>▪ Prepare the preliminary project papers with quality e.g. concept, feasibility, NPV, cost vs. benefit analysis outlining the anticipated capital budget required each year for asset replacement or purchase</li> <li>▪ Facilitate the annual inventory/stock take of assets FRCS-wide</li> <li>▪ Coordinate and execute the process of disposing assets when required</li> <li>▪ Prepare reports and advice on disposal of assets when necessary</li> <li>▪ Supervise and execute the activities of the Unit in consultation with Manager Facilities &amp; Projects and Chief Financial Officer</li> <li>▪ Provide project progress reports to management on a regular basis</li> <li>▪ Prepare property management plan example, maintenance plans</li> <li>▪ Coordinate and monitor project planning and implementation</li> <li>▪ Provide reports to management using relevant analytical tools as and when required in relation to property and asset management</li> <li>▪ Prepare Board Paper for properties' tenders</li> <li>▪ Prepare memo's for all properties related proposals for any task costing \$5,000.00 and above</li> </ul>

<p><b>Development &amp; Strategizing</b></p>	<ul style="list-style-type: none"> <li>▪ Develop and maintain appropriate systems for monitoring asset use for assets such as vehicles, office equipment, furniture &amp; fittings, buildings, etc.</li> <li>▪ Carry out fleet management audits (Have knowledge of mechanical works)</li> <li>▪ Assist in developing project management models/tools appropriate for the organization</li> <li>▪ Working out bill of quantity (BOQ) for small projects</li> <li>▪ Develop, maintain and monitor new policies or revise existing policies for asset/property management in accordance with best practice methods in consultation with CFO and assets officer</li> <li>▪ Provide advice to management on strategies for property management, asset maintenance and replacement when needed</li> <li>▪ 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</li> </ul>
<p><b>Monitor and Reconcile</b></p>	<ul style="list-style-type: none"> <li>▪ Monitor and evaluate 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</li> <li>▪ Management of fixed assets and inventories including coordination of annual stock takes</li> <li>▪ Continuously liaise with other Divisional Heads for the proper management of assets under their care as well as compliance with existing policies and regulations</li> <li>▪ Coordinate monthly stock take of stationary and supplies</li> <li>▪ Regularly reconcile inventory records to ensure all assets are properly accounted for and provide report to the management</li> </ul>
<p><b>Compliance</b></p>	<ul style="list-style-type: none"> <li>▪ Liaise with contractors on any issue relating to the provision of their services</li> <li>▪ Carry out work on properties section projects with Project officer on need basis</li> <li>▪ Manage relationships with suppliers and other stakeholders</li> <li>▪ Ensure properties section projects are successfully completed on timely manner</li> <li>▪ Supervise cleaner, security and others</li> <li>▪ Administer the OHS function</li> </ul>
<p><b>Stakeholder Management</b></p>	<ul style="list-style-type: none"> <li>▪ Work closely with the CFO to establish and review strategic priorities for financial initiatives and building key partnerships within the organisation</li> <li>▪ Support and participate in financial reporting initiatives to increase business and value added services</li> </ul>
<p><b>Risk Management and Security</b></p>	<ul style="list-style-type: none"> <li>▪ Work with the CFO on risk management, disaster recovery &amp; contingency planning</li> <li>▪ Monitor risk factors management policies and procedures to ensure that program and organisational risks are minimized</li> </ul>

	<ul style="list-style-type: none"> <li>Prepare financial evaluations and costing for FRCS's business initiatives and proposals including financial risk and financing strategies</li> </ul>
<b>Health, Safety, and Wellness</b>	<ul style="list-style-type: none"> <li>Champion high standards of Health, Safety and Wellness across FRCS incorporating components into development initiatives where appropriate</li> <li>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</li> </ul>

**DELEGATIONS**

As may be delegated by Manager Facilities & Projects and CFO from time to time.

---

**PERSON SPECIFICATION**

---

**ESSENTIAL**

Bachelor Degree in Business Administration, Diploma in Building & Civil Engineering and any other related field.

5 Years' experience in related field.

Knowledge and experience in mechanical, properties and project management experience with strong technical knowledge and the ability to creatively communicate information.

**PERFORMANCE COMPETENCY INDICATORS**

As a Senior Properties & Administration 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 CFO 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
<b>Process Management</b>	<ul style="list-style-type: none"> <li>Consistently good at identifying the necessary processes, and organising the right people to get things done</li> <li>Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources</li> <li>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</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>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</li> <li>Provides coaching to others to make decisions that sit within their delegations and area of responsibilities</li> </ul>

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

**Senior Properties & Administration Officer - Position Description March 2022 - L6-0066**