



Australian High Commission

Fiji

LE3 Property Officer

The Australian High Commission is seeking a highly skilled and motivated Property Officer to join our dynamic team. If you have a strong background in property-related roles and thrive in managing diverse responsibilities, this is the perfect opportunity for you!

We are looking for a team player with:

- Proven experience in residential and/or commercial property maintenance.
- Experience in coordinating routine services and ad-hoc repairs.
- Strong organisational skills with the ability to prioritise tasks effectively and manage competing responsibilities.
- Sound knowledge of and adherence to relevant Australian and Fijian legislation, policies and guidelines (e.g. Work Health and Safety).
- Strong stakeholder relationship management skills.
- Critical thinking and problem-solving abilities to handle property-related challenges.
- Proven ICT skills, particularly in the use of Microsoft Office and with experience in administration and finance.

We are seeking a versatile team member capable of handling a diverse range of operational and administrative tasks. If you are a proactive professional with the ability to balance multiple responsibilities in a fast-paced environment, we encourage you to apply.

How to apply

Application form and candidate pack, including position description, are available at www.fiji.embassy.gov.au.

To apply, please submit a CV and application, including a pitch (enter this into the application form), by **4.30pm on Monday, 31 March 2025** to ahcsuvavacancy@dfat.gov.au. For more information about these vacancies, please call the Australian High Commission on 3382211.

Late applications and applications that do not include a pitch will not be considered.

Please Note: Candidates must be eligible to work in Fiji by virtue of citizenship or relevant work permit.