



JOB DESCRIPTION - PROPERTY OFFICER

Job Objective

To ensure that BAF's assets and properties are properly maintained and managed.

Job Purpose

The role of the Property Officer is to ensure that BAF's Properties and fixed assets are maintained and managed, ensure the smooth running of the procurement and maintenance process and implement measures that safeguard BAF's assets.

Duties and Responsibilities

The position of Property Officer reports to the Team Leader Administration and has the following duties and responsibilities:

- To manage all maintenance and repairs of BAF properties and assets.
- Assist in managing and supervising BAF projects related to properties.
- Ensure that all projects are to have clear implementation plans and timelines which are strictly adhered to.
- Provide regular reports on BAF properties across the country highlighting damages, property repair requirements, conducting investigation if required and providing a holistic report for management's consideration.
- Assist the CAPEX/OPEX Officer in managing BAF's tender processes in accordance with BAF's Financial Policy requirements.
- Assist in all BAF procurements.
- Support BAF leasing activities.
- Assist Team Leader Admin in budgeting, forecasting, and financial reporting related to property expenses.
- Coordinate with contractors on the maintenance and service for repairs

Qualification/Knowledge/Skills,

- Diploma in Building and Civil Engineering or related field.
- At least 3 years' experience in commercial property management.
- Experience in project management.
- Strong teamwork, interpersonal and organizational skills.
- Excellent communications skills (Verbal and Written).
- Excellent customer skills.
- Leadership skills.
- Proficiency in Microsoft Excel, Word, Outlook, and Internet Explorer.
- Able to deliver effective results and targets under pressure and within tight deadlines.
- Good judgment and decision-making skills.
- Able to work unsupervised.
- Able to multi task and have excellent time management skills.

WHERE TO SEND YOUR APPLICATION

1. Visit our website www.baf.com.fj to access the Job Description and click on the link to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications for Vacancy nos. 23/2025 – 29/2025 will close on Friday, 3rd October 2025 at 05:00pm.
4. Applications for Vacancy no. 30/2025 will close on Friday, 26th September 2025 at 05:00pm.

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

BAF IS AN EQUAL OPPORTUNITY EMPLOYER