

Job Title: **Property Manager/Directors Ladies Residence/Director Men's Residences/Assistant Accountant**  
Employment Status: **Full-time**  
Institution/Employer: **Fulton Adventist University College**  
Location of work: **Fiji**  
Applications Close Date: **08 September, 2023**

Fulton Adventist University College is one of the most recognized universities in Fiji as well as other Pacific Island countries. Fulton is aiming to employ highly qualified staff as well as keen and honest workers who can comply with its goal and aim in producing highly specialised and well-educated graduates.

Fulton Adventist University College is seeking to fill **four (4)** positions:

1. **Director Ladies Residence**
2. **Director Men's Residence**
3. **Property Manager**
4. **Assistant Accountant**

The relevant job descriptions for each role outline the essential qualifications and expectations for the successful candidate for the respective positions. To request the job descriptions, or directions for applying, please visit the Fulton Adventist University College website: <https://www.fulton.ac.fj/vacancy.html>.

**The role of the Property Manager** at FAUC is to be responsible for the overall presentation and care of all the institution property, including utilities (water, electrical and gas appliances), all aspects of maintenance (including plumbing), waste services and, campus and security aspects.

**The role of the Directors of Women's and Men's Residences** is to be a 'mother/father, friend and counselor (physically and spiritually) to the young men and women living away from home. The Directors will cultivate a warm, caring relationship with the students under their care so that it is easy for them to treat them as their confidante. They will ensure that the students are personally comfortable, and the Residence Halls provide a pleasant Adventist environment for the happy co-existence of women/men from many different cultures.

**The role of the Assistant Accountant** is to assist the Accountant in the operation of the Fulton Adventist University College Business office.

#### **Selection Criteria:**

- ✦ Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterized by a deep desire for worship and service to God.
- ✦ Relevant tertiary qualifications and experience.
- ✦ Interest in and an aptitude for cross-cultural ministry.
- ✦ Well-developed interpersonal and relationship skills.
- ✦ Effective communicator and verbal reasoning ability.
- ✦ Willingness to engage in lifelong learning.
- ✦ Proven willingness to work as a member of a team or independently, as required.
- ✦ Relevant Information Communication Technology (ICT) skills.

For more information and to apply, please visit <https://www.fulton.ac.fj/vacancy.html>.

The appointing body reserves the right to fill this vacancy at its discretion and close applications early. This vacancy was written and advertised by the employer listed above.