



Fulton Adventist[®]
University College

"Others" | EST 1905

Job Title: Farm & Workshop Manager/Property & Maintenance Manager/Campus Supervisor

Employment status: Full-time

Institution/Employer: Fulton Adventist University College

Location of work: Fiji

Applications Close Date: November 5, 2021

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 **3** positions.

1. Farm and Workshop Manager
2. Property and Maintenance Manager
3. Campus Supervisor

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 Farm and Workshop Manager is to be responsible for the operations of Fulton Adventist University College (FAUC) Farm and to maintain farm machineries used at the farm and campus.

The role of the Property & Maintenance 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 Campus Supervisor at Fulton Adventist University College is to provide appropriate supervision of students and through personal involvement in grounds maintenance and the operation of a nursery, ensure that the grounds, gardens, and environment of the institution are tidy and attractive.

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 characterised 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, management and relationship skills.
- Effective communicator with excellent verbal reasoning ability.
- Willingness to engage in lifelong learning.
- Proven willingness to work as a member of a team or independently, as required.
- Relevant IT Skills.
- Industrious.
- Proactive & Critical Thinker.

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