



CONSUMER COUNCIL OF FIJI

POSITION VACANT: RESEARCH AND DEBT MANAGEMENT ADVISORY OFFICER – SUVA OFFICE

The Consumer Council of Fiji's fundamental aim is to promote and safeguard the interests of consumers stipulated under the Consumer Council of Fiji Act Cap 235.

The successful applicant will be required to: Assist in carrying out relevant field research, data processing, data analysis in relation to financial services; Draft Issues Paper on financial policy matters; Prepare submissions on consumer financial protection ; Conduct debt management awareness programs including campaigns; Assist consumers who face difficulty in managing their debt; Provide advice on consumer credit based on Consumer Credit Act and budgeting. At least possess a Degree in Law, Business Studies, Accounting, Economics or Financial Management. At least 2 years of work experience in mediation, financial services, counseling, credit related matters; A firm commitment to consumer issues with excellent written and spoken communication skills. Experience in providing counseling to individuals and families including, but not limited to personal financial counseling, debt management, housing credit counseling, credit review and, restructuring of loans. In addition, good IT skills are essential. Must be a self-starter with excellent customer service attributes.

Salary Level: \$26,576 - \$38,727. The contract will be for 3 years subject to renewal for a further period to be determined on good performance.

Applications close on 31st July 2017 at 4.00pm. For further information please contact the Senior Manager Corporate on telephone: 3300792 or e-mail: projectmanager@consumersfiji.org.

Written applications marked “**Vacancy for Research and Debt Management Advisory Officer (Suva Office)**” accompanied by a brief CV and contact details of three referees should be sent to the following address: **The Chief Executive Officer, Consumer Council of Fiji, Private Mail Bag, Suva**

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