

JOB DESCRIPTION			
INVESTMENT ADVISOR			
Department:	Investment and Trade Promotion	Date Prepared:	May, 2024
Location:	Level 6, Civic Tower, Suva	Prepared by:	Human Resources
Incumbent:	4 Advisor (s)	Approved by:	Chief Executive Officer
Reports to:	Head of Investment and Trade Promotion. Chief Executive Officer, Marketing and Communications team,		
Internal Relationships:	Investment and Trade Promotion and Investment Facilitation, Aftercare and Policy Advocacy , and Regional Team.		
External Relationships:	Clients, Business Councils and Industry Associations, Overseas Missions and Trade Commissions, Development Partners, Government Agencies, foreign changes.		
Authorities:	Investment and Trade Promotion		
Support Staff:	N/A		
Procedures, Policies & Guidelines:	People and Culture Policy, IT Policy, Finance Manual, Service Guarantee Guidelines		
Position Description:	The Investment Advisor's role is to promote and present investment opportunities to investors, identify joint venture and public/private partnership opportunities and handle, private investor visits and investment related events. investment related missions.		

KEY RESULT AREAS (Distinct areas that contribute most to position performance)	SPECIFIC ACTIVITIES/TASKS (Specific activities/tasks that contribute towards achieving the performance of the KRA)
FACILITATION OF INVESTMENT & JOINT VENTURE ENQUIRIES	<ul style="list-style-type: none"> • Attend to all face to face, email and phone enquiries. • Provide requirements for establishing a business in Fiji, including a detailed checklist and relevant socio-economic and sector information. • Collection of proper Joint venture information with relevant documents and due diligence. • Follow up with foreign investors to seek project updates and the need to send further information . • Provide project information to the Investment Facilitation team to ensure that the registered projects receive further support.
IDENTIFYING POTENTIAL INVESTMENT OPPORTUNITIES	<ul style="list-style-type: none"> • Identifying of potential investment opportunities in the private sector, joint venture, Public/Private Partnership by working along with stakeholders and individual research. • Develop a teaser document for investor ready projects. • Work closely with embassies/trade commission, investor contacts and other stakeholders to market the project. • Update the investment symposium website with the JV information.
COORDINATING INBOUND AND OUT BOUND INVESTMENT MISSIONS	<ul style="list-style-type: none"> • Develop an event plan to discuss with Manager Investment Promotion. • Coordinate with organizers to have all the necessary logistics in place prior to the event. • Must have a post mission follow up and feedback questionnaire filled by all the participants.
DEVELOPING OF LATEST AND INNOVATIVE MARKETING COLLATERAL	<ul style="list-style-type: none"> • Completion of new promotional video. • Completion of sector profile, regional profile, socio-economic information factsheet, investment reports and any other collaterals necessary for marketing Fiji as the investment destination.
MAINTAIN AN UP TO DATE CRM DATABASE AND WEBSITE	<ul style="list-style-type: none"> • Update the CRM database system with all the necessary details of the Investors and their activities. • Update the website with all Investment related information.
ADDITIONAL DUTIES	<ul style="list-style-type: none"> • Any relevant duties assigned by the CEO. and HODs.

PRIME MINISTER'S INTERNATIONAL BUSINESS AWARDS.	<ul style="list-style-type: none"> Assist with the organization and coordination of the annual Prime Minister's International Business Awards.
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KEY SELECTION CRITERIA:	
QUALIFICATIONS:	
Essential	Desirable
<ul style="list-style-type: none"> Bachelor's Degree in Economics, Management or related discipline. 	<ul style="list-style-type: none"> Masters Diploma in Economics, Management or related discipline.
KNOWLEDGE/EXPERIENCE:	
Essential	Desirable
<ul style="list-style-type: none"> At least 2 to 3 years of experience in a similar role in a professional setting within a medium to large organization structure. Good knowledge on the roles of Public Sector Departments and Agencies would be an advantage. Computer literate with sound knowledge in MS Word, Excel, Access and Power point. 	
KEY SKILLS/ATTRIBUTES/COMPETENCIES	
Competencies	Skills
Investment Expertise	<ul style="list-style-type: none"> Financial analysis. Industry knowledge. Project management. Intercultural awareness.
Communication and relationship building	<ul style="list-style-type: none"> Interpersonal skills. Presentation skills. Relationship management.
Working Knowledge	<ul style="list-style-type: none"> CRM systems proficiency. Understanding of Global investment landscapes. Problem solving and adaptability. Market research.

Values: Transparency, Reliability, Accessibility, Communicative, Effective, Responsiveness

Change to Job Description:

From time to time, it may be necessary to change the Job description as per changing operational needs. Investment Fiji may initiate the changes as it deems necessary.