

Internship Opportunity: **MARKETING AND COMMUNICATIONS INTERN**

Location: **Investment Fiji, Suva Office**

Investment Fiji is seeking a motivated, creative, and enthusiastic Marketing and Communications Intern to join our team.

The Marketing and Communications Intern will assist the team in executing progressive media and brand strategies, developing engaging content for various platforms, and supporting corporate communications and event logistics to enhance Investment Fiji's brand presence.

Key Responsibilities & Learning Areas

- Assist in developing creative content, graphics, and write-ups for Investment Fiji's social media platforms (Facebook, LinkedIn, X/Twitter, and YouTube) and corporate website.
- Support the team in compiling press releases, success stories, articles, monitoring media coverage, and maintaining media databases.
- Provide logistical and promotional support for major corporate events and campaigns, including the Prime Minister's International Business Awards (PMIBA).
- Assist in drafting, proofreading, and compiling internal updates, progress reports, and newsletters.
- Help maintain communication databases, coordinate with external suppliers or service providers, and handle general administrative tasks for the division.

What We're Looking For

- Graduate or in the final semester of a Bachelor's Degree in Marketing, Communications, Public Relations, Journalism, or a related discipline
- Strong written and verbal communication skills.
- Basic knowledge of social media management and content design tools.
- Good organizational, research, and time management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- A positive attitude, strong interpersonal skills, and a willingness to learn in a fast-paced environment.

Engagement Duration

- 3 – 6 Months (with possibility of extension based on performance).

How to Apply

Submit your Application Letter, CV, and copies of qualifications with the subject "Marketing and Communications Intern" to: recruitment@investmentfiji.org.fj

Application Deadline

Friday, 5th June, 2026 by 4:30pm

Internship Opportunity: **INFORMATION TECHNOLOGY (IT) INTERN**

Location: **Investment Fiji, Suva Office**

Investment Fiji is seeking a motivated, tech-savvy, and enthusiastic Information Technology (IT) Intern to join our team.

The IT Intern will support the Information Technology function in maintaining systems, assisting with technical support, and contributing to digital improvement initiatives. The role provides exposure to IT operations, systems administration, cybersecurity basics, and end-user support in a dynamic corporate environment.

Key Responsibilities & Learning Areas

- Assist in providing first-level IT support to staff, including troubleshooting hardware, software, and network-related issues.
- Support installation, configuration, and maintenance of computers, printers, and other IT equipment.
- Assist in user account setup, email configuration, and access management under supervision.
- Help monitor system performance and report technical issues to senior IT personnel or service providers.
- Support the maintenance of IT asset registers and inventory tracking.
- Assist in basic network and system administration tasks, including updates and backups.
- Provide support for digital systems, applications, and internal platforms used by the organization.
- Assist in documenting IT procedures, user guides, and technical reports.
- Participate in IT projects, digital transformation initiatives, and process improvement activities.

What We're Looking For

- Graduate or in the final semester of a Bachelor's Degree in Information Technology, Computer Science, Information Systems, or a related field (must be available full-time).
- Basic understanding of computer hardware, software, and networking concepts.
- Familiarity with Microsoft Office Suite and Windows operating systems.
- Strong problem-solving and analytical skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- A positive attitude, strong willingness to learn, and attention to detail.

Engagement Duration

- 3 – 6 Months (with possibility of extension based on performance).

How to Apply

Submit your Application Letter, CV, and copies of qualifications with the subject “ Information Technology (IT) Intern” to: recruitment@investmentfiji.org.fj

Application Deadline

Friday, 5th June, 2026 by 4:30pm

Internship Opportunity: **REGIONAL AND TRADE DEVELOPMENT INTERN**

Location: **Investment Fiji, Lautoka Office**

Investment Fiji is seeking a motivated and enthusiastic Intern – Regional and Trade Development to join our Regional Office in Lautoka.

The Regional and Trade Development Intern will assist the team in facilitating investment and trade activities, engaging with investors and exporters, and supporting administrative and research work to enhance regional operations.

Key Responsibilities:

- Assist with investor and exporter enquiries (walk-ins, phone, and email).
- Support preparation and distribution of investment and trade information materials.
- Help coordinate meetings between investors, exporters, and government agencies.
- Contribute to compiling market information and maintaining databases.
- Assist in event logistics, report preparation, and general office administration.

What We're Looking For:

- Graduate or in the final semester a Bachelor's Degree in Economics, Business, Marketing, Commerce, or related field.
- Strong communication and interpersonal skills.
- Good research, organizational, and time management skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Positive attitude, willingness to learn, and ability to work in a team.

Engagement Duration:

- 3 – 6 Months (with possibility of extension based on performance).

How to Apply:

Submit your Application Letter, CV and copies of qualifications with the subject 'Regional and Trade Development Intern' to recruitment@investmentfiji.org.fj

Application Deadline:

Friday, 5th June, 2026 by 4:30pm