

CAREER OPPORTUNITY

The Fiji Independent Commission Against Corruption (FICAC) is a statutory body established under the FICAC Act 2007 with a mandate to prevent, investigate, and prosecute corruption, and to strengthen integrity across public institutions. In furtherance of its Strategic Plan (2025–2030: Speed, Integrity, Impact), the Commission invites applications from suitably qualified and experienced professionals for the following senior management position based at its Head Office in Suva.

VACANCY No: 12/2025

MANAGER CORPORATE GOVERNANCE

Reporting directly to the Commissioner, the **Manager Corporate Governance** is a senior leadership role responsible for strengthening the Commission's corporate governance, institutional integrity, operational efficiency, and performance accountability. The role ensures that all corporate, administrative, and internal support functions operate lawfully, efficiently and in direct support of the Commission's statutory mandate, while preserving the operational independence of investigations and prosecutions.

KEY RESPONSIBILITIES

The Manager Corporate Governance will be responsible for the following:

- a. Lead and manage the Corporate Governance function to deliver high-quality corporate, administrative, and internal support services to the Commission;
- b. Ensure office operations, facilities management and internal support systems operate efficiently, lawfully and in accordance with approved policies and Standing Orders;
- c. Maintain, review, and strengthen corporate governance frameworks, policies, procedures, and internal controls;
- d. Oversee compliance with statutory obligations, Standing Orders, internal reporting requirements, and organisational policies;
- e. Identify systemic inefficiencies and lead workflow, process, and digital improvements in line with the Commission's institutional reform agenda;
- f. Implement organisational and technological initiatives to enhance efficiency, accountability, and service delivery;
- g. Coordinate and liaise with departmental managers, external service providers, contractors, and relevant public agencies;
- h. Support corporate and strategic planning, organisational development, and performance management initiatives;
- i. Oversee office operations, office planning, maintenance, safety, and security arrangements;
- j. Prepare operational performance reports, governance compliance documentation and strategic recommendations for the Commissioner and senior management;
- k. Embed performance management frameworks, including KPIs aligned to the Commission's Strategic Plan, and provide coaching and capability development for staff;
- l. Provide advice, guidance and support on employment relations, workplace governance, and disciplinary matters in compliance with applicable laws and policies;
- m. Monitor, review and report on departmental performance, risks, and controls;
- n. Provide high-level briefing, executive correspondence and governance advice to the Commissioner as required;

- o. Foster institutional partnerships and professional networks that enhance governance standards, capacity-building, and the Commission's anti-corruption objectives;
- p. Perform all duties in a manner that upholds the highest standards of confidentiality and public accountability, and preserves the operational independence of the Commission.

SELECTION CRITERIA

Applicants must address each of the following selection criteria:

1. A Bachelor's Degree or higher Postgraduate/Masters qualification in Business Administration, Management, Governance, or a related discipline;
2. A minimum of five (5) years' proven experience in a senior leadership or management role;
3. Demonstrated experience in corporate governance, public-sector administration, or organisational management;
4. Strong leadership and people-management capability, with experience building high-performing teams;
5. Excellent written and verbal communication skills, with the ability to distil complex issues into clear, actionable advice;
6. Demonstrated ability to influence, collaborate, and deliver results in a complex organisational environment;
7. Sound judgement, strong problem-solving skills, and the ability to manage complex and sensitive matters;
8. Ability to work under pressure, prioritise competing demands and meet strict deadlines;
9. Strong conceptual, analytical, and risk-management skills, with the ability to develop practical and innovative solutions;
10. Demonstrated knowledge of statutory compliance, accountability frameworks and public-sector governance, preferably within a regulatory, law-enforcement or integrity institution;
11. Commitment to continuous professional development and the development of organisational capability.

SALARY

An attractive remuneration package shall be offered to commensurate with professional expertise and experience.

APPLY NOW

Eligible and interested candidates are invited to submit an **Expression of Interest**, addressing each of the above selection criteria, together with an updated Curriculum Vitae.

Applications should be addressed to:

Email to:
recruitment@ficac.org.fj

Applications close at **4pm on Monday, 22 December 2025**. Late and/or incomplete applications will not be accepted.