HOUSING AUTHORITY OF FIJI

Internship Opportunities – Western Division

Build Your Career. Gain Practical Experience. Help Fijians Own Affordable Homes.

The Housing Authority of Fiji invites applications from enthusiastic, motivated and suitably qualified individuals interested in gaining professional experience through its internship programme in the Western Division.

1. WORK ASSESSMENT INTERN – WEST

Vacancy No. 15/2026

The successful candidate will support supervision and monitoring of construction activities, initially focusing on the Tavakubu Model Homes project before transitioning to technical inspections and assessments under the Village Scheme.

Key Responsibilities

- Assist with supervision and monitoring of construction activities at the Tavakubu Model Homes.
- Support construction quality, progress monitoring and site inspections.
- Assist with costing and assessments for new construction, housing upgrades and repairs.
- Provide technical assistance relating to construction and tender procedures.
- Support technical inspections and reporting under the Village Scheme.
- Assist the Branch Manager West and technical teams in achieving project objectives.

Minimum Qualifications and Skills

- Trade Apprenticeship or Advanced Diploma in Construction, Carpentry and Joinery.
- Good knowledge of construction practices and building processes.
- Strong communication, analytical and problem-solving skills.
- Ability to perform basic technical calculations and maintain accurate records.
- Good organisational skills, computer literacy and commitment to workplace safety.
- Ability to work independently and collaboratively.

2. LOANS AND SALES INTERN – WEST

Proposed Internship Opportunity – subject to confirmation

The successful candidate would assist the Western Sales Team with loan and sales-related activities, customer follow-ups and administrative support.

Key Responsibilities

- Assist with loan and sales administration.
- Support customer enquiries and follow-up activities.
- Help maintain accurate customer and application records.
- Assist with documentation and general administrative duties.
- Support the Western Sales Team in delivering efficient customer service.
- Contribute to the achievement of departmental objectives.

Desirable Skills and Attributes

- Interest in finance, banking, business administration, sales or customer service.

- Strong written and verbal communication skills.
- Good computer literacy and recordkeeping abilities.
- Attention to detail and willingness to learn.
- Professional attitude, integrity and a customer-focused approach.

Specific minimum academic qualifications for this position are to be confirmed.

INTERNSHIP DETAILS

- Location: Western Division, Fiji
- Engagement: Six-month internship
- Commencement: Immediate upon successful selection
- Contract extension: Subject to performance evaluation and organisational requirements

HOW TO APPLY

Interested candidates should prepare an updated CV, a cover letter identifying the internship of interest, and copies of relevant qualifications and supporting documents.

Applications close: 7 November 2026

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Publication note: The underlying internal memorandum recommends immediate recruitment for the Work Assessment Intern and defers the dual-intern arrangement. The Loans and Sales Intern is therefore identified as proposed, not confirmed.