



## EMPLOYMENT OPPORTUNITY

**Denarau Corporation Pte Limited (DCL)** is the Body Corporate for Denarau Island that manages the integrated resort structure that binds all owners and occupiers on the island. DCL's core business is to administer, manage, and continue to develop a sustainable, financially viable 5-star integrated island community on Denarau Island.

We are seeking a motivated and detail-oriented **Property Officer** to join our team. The ideal candidate will bring strong expertise in building construction, project management, and infrastructure services. This role demands a proactive individual to ensure compliance with building by-laws, effectively manage outsourced contracts, and support development committees.

### Key Responsibilities:

- Ensure compliance with DCL building construction by-laws and standards.
- Enforce DCL regulations related to development, construction, and standards.
- Oversee and manage outsourced landscaping contracts for optimal service delivery.
- Maintain seamless functionality of infrastructure and services on the island.
- Provide secretarial support to the Development Review Committee, including preparing agendas and recording meeting minutes.
- Collaborate with team members and external stakeholders to achieve high-quality outcomes.

### Qualifications and Skills:

- Diploma in Building Construction, Civil Engineering, or a related field.
- Proficiency in AutoCAD and project management tools, including MS Project and MS Office (Word, Excel).
- Willingness to work extended hours during emergencies or disasters.
- Strong verbal and written communication skills, along with excellent interpersonal abilities.
- A proactive team player capable of working independently.

### Primary Accountabilities:

1. Stakeholder Liaison:
  - Serve as the primary contact for lot owners.
  - Collaborate with the Operations Manager on issues such as security, construction, compliance, utilities, landscaping, and related areas.
  - Demonstrate knowledge of landscaping and infrastructure management.
  - Ensure adherence to building construction by-laws and standards.
  - Enforce regulations governing development and construction.
  - Apply a working knowledge of electrical, hydraulic, and infrastructure services.

### Application Process:

Interested candidates are invited to submit their CV detailing their relevant experience and a cover letter to [nesbitt.hazelman@denarau.com](mailto:nesbitt.hazelman@denarau.com). Applications close on **31st January 2025**.

**Join us and play a pivotal role in shaping a sustainable and vibrant Denarau community!**