

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION



VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : Director Academic Affairs OVC
Grade : 8
Incumbent : TBC
Division : Office of the Vice-Chancellor
Department : Administration
Location : Nasinu
Reports to : **Vice-Chancellor (VC)**

2. PURPOSE

The Director – Academic Affairs (OVC) serves as the principal academic liaison and representative of the Vice-Chancellor, leading and coordinating all academic-related matters received by the VC’s Office. The incumbent is responsible for driving the VC’s academic agenda in collaboration with internal stakeholders such as the PVCs, Deans, and Academic Committees, and ensuring that academic requests, initiatives, and reforms are strategically managed, actioned, and monitored.

This role demands a high degree of strategic expertise, leadership, and engagement across diverse academic functions to foster academic excellence, program quality, and innovation in line with national priorities and international standards.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Vice-Chancellor**

Positions Reporting to You	No of Staff Reporting to them
Business Manager	Senior Executive Officer Events Coordinator

4. KEY ACCOUNTABILITIES

Academic Representation and Coordination

- Act as the primary academic representative at the VC's Office on academic matters at internal and external meetings.
- Serve as the first point of contact for academic requests directed to the VC, ensuring efficient coordination, and response in alignment with institutional goals.
- Work in close synergy with the Pro Vice-Chancellors, Deans, and Directors to monitor, follow through, and report on academic initiatives.
- Manage and streamline academic correspondence, ensuring consistency, clarity, and alignment with FNU's strategic priorities.

Strategic Academic Oversight

- Coordinate and support high-level academic initiatives and projects assigned by the Vice-Chancellor.
- Lead the integration and alignment of academic matters with national development policies and FNU's strategic direction.
- Promote and support a culture of continuous improvement in teaching, learning, and academic policy.

Governance and Quality Assurance

- Provide executive oversight on academic matters escalated to the VC in consultation with the respective internal stakeholders, including academic audits, curriculum development proposals, and compliance reports.
- Support preparation of documentation and strategic briefs for Council and Senate-level discussions led by the VC.
- Ensure quality assurance processes are adhered to and reflected in academic decisions and communications emanating from the VC's Office.

Stakeholder and Partner Engagement

- Represent the VC in academic forums, internally and externally, including those with the Higher Education Commission, government ministries, donor agencies, and regional and international bodies.
- Facilitate and sustain collaborative academic partnerships that support FNU's development and enhance its visibility regionally and internationally.

Leadership and Capacity Building

- Lead and mentor staff within the VC's Office to ensure high performance and professional development in handling operations as needed.
- Contribute to internal capacity-building activities aimed at enhancing academic operations and executive support systems.
- Oversee the daily operations of the Office, ensuring efficiency, professionalism, and confidentiality in all administrative functions.
- Supervise and provide direction to staff within the VC's Office.
- Manage office workflows, delegate responsibilities, and monitor progress on tasks to meet timelines and expectations.
- Facilitate performance planning, mentoring, and evaluation for direct reports, fostering a culture of accountability and service excellence.
- Ensure appropriate office systems are in place to support record keeping, information management, scheduling, and reporting for the VC's academic portfolio.

Other

- Performs any other tasks assigned by the Vice-Chancellor including but not limited to:
 - Special Projects and Management
 - Academic Projects and Initiatives
 - Internal capacity building and staff development

5. KEY CHALLENGES

- Ensuring timely and informed academic decision-making in a dynamic executive setting.
- Managing high-level and often sensitive academic matters with confidentiality and diplomacy.
- Balancing strategic oversight with day-to-day academic operations and executive demands.

6. AUTHORITY LEVEL

Operating Expenditure : Delegated authority for OVC operational budget including strategic priority funding with the Business Manager.

Authority Level : Authority to act on behalf of the Vice-Chancellor in academic matters as designated.

Capital Expenditure : As delegated (to be documented).

Others : As delegated (to be documented).

7. QUALIFICATIONS & EXPERIENCE

Essential:

- PhD in an academic field with a minimum of 8 years of relevant work experience including teaching, administrative, and supervisory experience in Higher Education HE context.
- OR**
- Master’s qualification in an academic field with a minimum of 12 years of relevant work experience including teaching, administrative, and supervisory experience in Higher Education HE context.
- Proven track record of managing complex academic portfolios, governance processes, and stakeholder engagement.

Desirable:

- Experience in advising or supporting Executive Leaders.
- Strong experience with regional or international higher education stakeholders.
- Knowledge of the Higher Education sector.
- Senior academic or leadership experience in a university or comparable institution.

8. APTITUDES & SKILLS

- Strong leadership and strategic thinking skills with the ability to drive academic agendas institution-wide.
- Highly developed communication and interpersonal skills, including high-level report writing and public representation.
- Sound understanding of higher education systems, academic standards, and curriculum governance.
- Integrity, discretion, and diplomacy in handling confidential matters.
- Strong organizational, analytical, and negotiation skills.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Chancellor, Vice-Chancellor, members of University Council, Pro-Vice-Chancellors, Deans, Directors, Registrar, Heads of Schools and Department within the College, Fiji National University Students’ Association (FNUSA)	Regular/ need basis

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EXTERNAL	Frequency
Fiji Higher Education Commission, government ministries, including the Ministry of Education, professional bodies, employers, other universities, schools, non-governmental organisations	Regular/ need basis

11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.