

# 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 partnership, 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	: Monitoring Evaluation Research and Learning Specialist (MERL)
Incumbent	:
Division	: Office of the Vice Chancellor
Department	: Department of Strategic Planning and Development
Grade	: 6
Location	: Nasinu Campus
Reports to	: Vice Chancellor through the Director Strategic Planning and Development.

### 2. PURPOSE

The Monitoring Evaluation Research and Learning Specialist:

- (a) Coordinates MERL findings into annual and operational planning processes
- (b) Prepares and analyses MERL reports to guide strategic planning and tracking progress against targets
- (c) Coordinate and collect KPI monitoring reports from Colleges and Divisions
- (d) Coordinate with director and operationalise institutional planning process
- (e) Track progress against KPIs, analyse variances, and recommend corrective actions
- (f) Coordinated and trains MERL persons from Colleges and Divisions for reporting.
- (g) Focuses on utilising data analysis to expedite monitoring and evaluation of KPI achievements.
- (h) Monitors challenges faced by Colleges and Divisions as revealed in quarterly KPI reports and analyses cumulative data in achieving KPIs.
- (i) Media Liaison for the Office of the Vice Chancellor

### 3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Director Strategic Planning and Development through the Business Intelligence and Data Analyst Manager**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

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<b>Positions Reporting To You</b>	<b>No Of Staff Reporting To Them</b>
N/A	N/A

**4. KEY ACCOUNTABILITIES**

- Coordinates MERL findings into annual and operational planning processes to improve effectiveness and outcomes.
- Prepares and analyses MERL reports to guide strategic planning and tracking progress against targets.
- Coordinate and collect KPI monitoring reports from Colleges and Divisions and practice evidence based reporting and analysis for management decisions.
- Coordinate with director and operationalise institutional planning process including strategic, corporate and operational plans
- Use MERL data and performance reports to inform planning. Decision-making, and resource allocation.
- Track progress against KPIs, analyse variances, and recommend corrective actions where targets are not met.
- Identify planning and operational gaps, risks at Colleges and Divisions and implement actions for improvement.
- Prepare timely planning and KPI reports for senior management and governance team for decision making.
- Coordinate with Colleges and Divisions and external stakeholders to ensure regular reporting, accuracy and alignment.
- Ensure compliance with reporting standards, timelines and accountability requirements.
- Support continuous improvement through evidence-based planning and performance management.
- Coordinate and manage the university's strategic and annual corporate planning cycles.
- Coordinate planning and performance inputs from Colleges, Divisions and administrative sections.
- Coordinate and operationalise MERL persons for colleges and divisions, run workshops to train them on monitoring and filling KPI templates of progress.
- Facilitate and assist director with operational and planning for SLT 'Larning Together" workshop/ retreats to strengthen coordination, shared learning and continuous improvement across operational units.
- Undertake other duties assigned by Director Strategic Planning and Development
- Any other work delegated by supervisor.
- Provide high-level operational and administrative support to the Vice Chancellor to ensure the efficient running of the Office of the Vice Chancellor.
- Serve as Media Liaison for the Office of the Vice Chancellor, managing media engagements, communications and public messaging on her behalf.
- Assist the Vice Chancellor with research, briefing notes, speech preparation, and strategic communications materials.
- Coordinate high-level internal and external communications for the Office of the Vice Chancellor.
- Maintain records, electronic filing systems and archiving of official communications and documentation.

**5. KEY CHALLENGES**

- Adapting to very short and abrupt timelines for preparing reports to Honourable Minister and to parliament.
- Adapting to sudden and shortened reporting timelines on key KPI Reports.
- Demonstrate the ability to perform effectively under pressure while maintaining a high standard of excellence.

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**6. AUTHORITY LEVEL**

Operating Expenditure :.....  
Capital Expenditure :.....  
Others :.....

**7. ESSENTIAL**

- Postgraduate qualification in Computer Science, Applied Science & Mathematics, Statistics, Social Science or a closely related field.
- Eight years' experience in Planning and Monitoring, Data Analysis, Administration or Business Intelligence Development with inputs into College or Division strategic and / or annual planning.
- Proven experience in MERL for institutions. Experience in preparing high quality performance, KPI and analytical reports for senior management and for high level decision making. Work experience in tertiary institution or higher education sector would be an advantage.

**8. DESIRABLE**

- Master's degree in a relevant field.

**9. KNOWLEDGE & SKILLS**

- Knowledge of monitoring and evaluation frameworks, indicators and management
- Strong understanding of qualitative and quantitative data collection methods.
- Excellent skills in data quality assurance and analysis tools.
- Knowledge of MERL reporting requirements

**10. WORKING RELATIONSHIP**

<b>INTERNAL</b>	<b>Frequency</b>
DSPD	Daily basis
Other Divisional and Colleges	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.