

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION



VISION STATEMENT:

To be the leading dual-sector university in the Pacific.

MISSION STATEMENT:

To serve the people, the economy and society of Fiji and the wider Pacific region, by providing education and training for employability, with an excellent student experience; carrying out research with real-world impact, aligned to national priorities and with global relevance; engaging proactively with stakeholders, in our communities, nation and region; and demonstrating leadership in sustainability.

1. POSITION DETAILS

Position : Administrative Officer – Centre for the Prevention of Obesity and Non-communicable Diseases (C-POND)

Grade : 4

Incumbent : **TBC**

Division : College of Medicine, Nursing & Health Sciences (CMNHS)

Department : Department of Research

Location : Tamavua Campus

Reports to : **Dean College of Medicine, Nursing and Health Sciences** through **Associate Dean Research-CMNHS**.

2. PURPOSE

An Administrative Officer provides clerical and administrative support, either as a team or individually. They are responsible for operational finance management, specific projects, as well as co-coordinating and implementing office procedures. They often act as a supervisor's first point of contact with personnel inside and outside the organization.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Associate Dean Research- CMNHS**

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.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Ensuring the smooth and efficient administration operations of the Centre
- Attending to enquiries from stakeholders, students and Donors
- Writing correspondences for personnel and project matters
- Drafting and completing speeches and talking points for allocated Chief Guest(s)
- Providing summaries to Legal office for the initiation of Project including code creation
- Assisting Academia based within the Centre on logistical needs
- Performing reconciliations on all project accounts (under codes including general ledger classifications) held for the Centre and acquittals
- Managing the Centre's Finance; currently looking after Projects worth half a million with multi-institutional agreements
- Overseeing the whole Administration and Finance needs of the Centre staff and ensuring that all are dealt with efficiently
- Monitoring expenditure for the Centre
- Ensuring all expenses for different projects are in line with the Centre's objectives
- Arranging for permits for PhD students and visiting collaborating universities
- Uploading of Financial requests online through NAVISION
- Collating online articles and contacting Media personnel for Centre functions and activities
- Overseeing Logistical needs of Centre staff that includes Travel, Insurance, per diems, exceptional reports that includes leave monitoring, arranging meetings and conferences for the Centre including Short-courses through the collaborating agreement
- Attending to different level of needs for different projects
- Maintaining all registers including tracking payments and milestones for contracts and supplementary agreements supplied by Donors
- Ensuring that staff contracts are readily available and track on expiration and renewal dates
- Ensuring that protocol within the Centre is not breached for research documents
- Promoting our branding exercise for the Centre
- Editing and Final proof-read of communication materials within the Centre; dissemination of communication materials widely
- Writing pieces for various projects for the Newsletter issues
- Overseeing Timelines with various projects and follow-up
- Assisting the Centre Executive Directors and Chairman for quarterly meetings including minute taking for Teleconferences and bi-annual for face-to-face meetings
- Monitoring of set Activities under the Centre's Strategic Plan for yearly Key Strategic Areas and projections for the new year
- Provide outline for Annual Report to be produced for the Centre
- Produce workplan(s) for technical staff when the need arises, including advice on budget setting
- Initiates model concisely for Project need(s)
- Ensure the safety of staff and building as the OHS Rep
- Assist with Projects Reporting including editing work
- Supports the Centre's Technical Reference Group by providing Updates and Progress report
- Assisting the Centre staff on any other duty (ies) as advised by the Head of C-POND, the Associate Dean Research and the Dean at CMNHS

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

Operating Expenditure :.....

Capital Expenditure :.....

Others :

7. QUALIFICATION

Essential:

- A Bachelor's degree in relevant field

Desirable

- A higher qualification

8. EXPERIENCE

- At least 5 years of relevant work experience is required

9. KNOWLEDGE & SKILLS

- Good communication and customer service skills
- Good organizational skills
- Be knowledgeable with the principles and practices of organization, planning, records management and general administration with the ability to communicate effectively
- Ability to operate standard office equipment, including but not limited to computers, telephone systems, calculators, copiers and facsimile machines.

10. WORKING RELATIONSHIP

INTERNAL	Frequency
Director, Manager, Support Staff, Head of Department, Head of School, Dean(s), Vice Chancellor, Staff and students	Daily

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EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non- Commercial Industries, Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities	As and when required

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.