

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 : **Manager – Executive Management & Fashion**

Grade : **7**

Incumbent :

Division : **National Training and Productivity Centre**

Department : **Executive Management & Fashion**

Location : **Suva/Lautoka**

Reports to : **Pro Vice Chancellor TVET Pasifika & NTPC through the Director Productivity and Innovation, NTPC.**

2. PURPOSE

The purpose of this position is to oversee the smooth running of the Department of Executive Management & Fashion Day to day operations. The Department of Executive Management & Fashion is responsible for providing Human Resources Management, Customer Service, Sales & Marketing, Business Communications, Real Estate, Training of Trainers modules & Executive Management & Leadership Training to the industries and people of Fiji. In addition to this, the department also caters for Aptitude Testing and Occupational Assessment across the country, along with consultancy work regarding HR Recruitment models processes. The position is also responsible for the management of the Fashion and Design Training Unit & Incubation Centre.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Director Productivity and Innovation, NTPC.**

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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Number of positions reporting to you	Number of staff reporting to them
7	None

4. KEY ACCOUNTABILITIES

Planning

- Develop the annual training plans and staff workplans.
- Prepare the department operating and capital budget.
- Prepare staff training and development plans.
- Contribute to the university strategic plan development and implementation
- Maintain statutory and regulatory compliance of the departments activities

Budgets

- Develop Department Budgets.
- Develop CAPEX and Operational Budgets.
- Control Expenditure
- Lead the revenue generating activities of the department.
- Identify new market and business areas for growth and expansion
- Monitor the expenses against the budget.
- Drive and achieve financial sustainability for the department.
- Maintain the department assets

Training and Development

- Performance Coaching.
- Performance Counselling.
- Performance Review.
- Performance Management.
- Performance Appraisal.

Human Resource Management

- Identify and recruit talent.
- Provide mentoring, counselling and coaching to staff
- Manage staff performance and conduct performance appraisals
- Approve leave and position replacement plans
- Facilitate counselling and disciplinary actions as required

Oversee and Manage Projects

- Manage and oversee Projects in the Department.
- Ensure that Projects are successfully completed.
- Facilitate program reviews and industry consultations.
- Design and develop new training programs and facilitate senate approvals
- Lead accreditation of department programs with external agencies

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Supervision and Leadership

- Supervise the DEMF staff in all the Centres.
- Provide Coaching and Mentoring to all staff at respective Centres.

Innovation and Creativity Training Programs.

- Develop new business strategies to compete in the market. Develop and implement innovative business strategies to enhance competitiveness and achieve sustainable growth.
- Initiate new modes for doing business. Introduce new business models and delivery channels to improve operational effectiveness and expand market opportunities.

Decision Making and Problem Solving

- Ensure that decisions are made for the betterment of the department and NTPC as a whole.
- Empower staff.

Networking

- Meet industry frequently. Strengthen industry partnerships through regular engagement and consultation.
- Organise Industry Development Forums.
- Maintain networking and Healthy Relationship with the Industry.
- Maintain relevant industry network.
- Participate and contribute in industry bodies and associations.
- Lead industry and community discussion forums.
- Maintain strategic alliances with local and international institutions.

Marketing

- Work very closely with the Marketing Officer in promoting all short courses and business initiatives
- Develop new Marketing Strategies.

Asset Management

- Maintain the Asset Register.
- Ensure that the Department Assets are taken care of.
- Work closely with Manager Properties.

OHS

- Work closely with OHS Committee.
- Ensure that all DEMF Centres are OHS Compliant.
- Ensure that all Staff are Aware of OHS Policy.

Strategic Alliances

- Ensure that a healthy relationship with the strategic partners is maintained.
- Develop new Strategic Partnership arrangements.

- Develop and Implementation of Policies.
- Uphold and comply to Quality Management Systems (ISO procedures).
- Amend the Quality for improvement. Review and amend quality processes for continuous improvement.

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Reporting

- Report Department Activities to Director Productivity & Innovation, NTPC on monthly, quarterly and annual basis.
- Prepare Annual Reports.
- Act as advisor to Director Productivity & Innovation, NTPC

General Responsibility

- To undertake all other relevant duties as directed by the supervising officer or the Vice Chancellor.

5. KEY RESULT AREAS AND KPIS

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements: Comments on Progress to date
Administrative support and assistant to the Director	• Ensure that the Department has an explicit mission, priorities for service delivery and adequate policies and procedures in place. • Assist the Director Productivity & Innovation when and where needed. • Ability to plan and coordinate duties assigned by the Director. • Ensure that the Department operates without any hindrance on day-to-day business. • Direct and guide all departmental staff.	• Reports as per request are delivered according to customer specifications, promptness, delivery, presentation, and accurate with a balanced approach. • Functioning to satisfactory outcomes.
Compliance	• Assist the Director Productivity & Innovation, ensure the compliance of the Department to the academic support functions, relevant collective agreements, Acts, Regulations and Legal obligation. • Individuals work plans of the Department must be aligned to corporate objective, mission and vision of the University. • Also assumes any additional duties assigned by the Vice Chancellor. • Carry final responsibility and initial signature authority for all documents with agencies and institutions external to the University.	• Regular
Administration	• Carries out the administration duties of the office. • Strict compliance with FNU policies and procedures.	• Regular
Meetings	• Conduct and attend staff meetings. • Liaise regularly with other departments as and when required.	• On going

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Professional Standards	At all times conduct in a professional and courteous manner to all staff, students and external community.	No staff, student or external complaints about work performance and behaviour.
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6. 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.

7. AUTHORITY LEVEL

Operating Expenditure : \$322,410.00 (Personal Cost + Operating Budget).

Capital Expenditure : n/a.....

Others : Tuition Revenue 2026 = \$769,425.00

8. QUALIFICATION

Essential:

- Bachelor's degree in economics /business / management or relevant field.
- Completion of Training of Trainers Module I – Module IV or Certificate IV in Training and Assessment

Desirable:

- A post graduate qualification in economics /business / management or relevant field would be an advantage

9. EXPERIENCE

Essential

- 10 years of industry experience including some form of teaching/training and consultancy.

10. KNOWLEDGE & SKILLS

- Extensive leadership and decision-making skills, and the ability to lead, manage and control human, physical and other resources is essential.

11. WORKING RELATIONSHIP

INTERNAL	Frequency
Management, Students/Participants, Staff members, All Training Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Deans, Vice Chancellor	Daily

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EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non-Commercial Industries, Industry, Professional Associations, Government Ministries, Participants, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities.	Daily

12. JOB DESCRIPTION AND VARIATION TO 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.