

### 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	: Programme Development Officer
Incumbent	:
Division	: Office of Learning and Teaching
Department	: Quality Office
Grade	: 5
Location	: Nasinu Campus
Reports to	: <b>Pro - Vice Chancellor Learning &amp; Teaching through respective section heads</b>

## 2. PURPOSE

To operate effectively as part of a team in consultation with the Manager Programme Standards and Quality Enhancement

The Officer PD has responsibility for the implementation of the design of programmes of study in accordance with the University Academic and Student Regulations, the Fiji Higher Education Act, and the Professional Registration and Accreditation.

The post-holder will be responsible to the Manager for the day-to-day implementation of university quality assurance arrangements relating to development, validation, review, modification and continuous improvement of programmes of study and short courses in line with external accrediting bodies locally and internationally.

The incumbent is responsible for the operations, process and procedures as assigned by the supervisor in relation to:

1. Programme Development, Review and Validation
2. National and International Accreditation/ Recording/ Registration Arrangements
3. Programme Partnership Agreements/ Arrangements

### 3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Programme Standards & Quality Enhancement.**

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
None	N/A

### 4. KEY ACCOUNTABILITIES

1. Implement policies and procedures for the development, review and validation of university programmes;
2. Maintain a Register of all Recorded Programmes (RRP), and ensure systematic availability of approved Programme Documents to the Colleges and Centres and External Partners;
3. Support teams in preparation for annual programme review/ periodic review
4. Provide guidance and training on the preparation of documentation and materials for formal approval by CAB, AQAC, Senate and FHEC either directly or through the work of a formal validation panel or working group
5. Programme Partnership Agreements/ Arrangements
6. Assist in design of Partnership Agreements in relation to University Programmes
7. National and International Accreditation/ Recording/ Registration Arrangements
  - Assist in collating information and data on requirements of programme offered by the University for Accreditation/ Recording/ Registration from national, regional and international accrediting, licensing and professional bodies
  - Present analysis information and data collected for the Manager Programme Standards and Quality Enhancement
  - Maintaining a systematic record of all correspondence made with respective school, college or university staff and Accreditation/ Recording/ Registration bodies
  - Confirming the timeline for each Accreditation/ Recording/ Registration exercise and keep the Manager, Heads of Departments, Heads of Schools, Dean(s), Academic Office, on track to meet the deadlines

### 5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance by 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 :.....N/A.....  
 Capital Expenditure :.....N/A.....  
 Others :.....N/A.....

**7. QUALIFICATION & EXPERIENCE**

**Essential:**

- Bachelor's Degree in Education/ Arts/ Science from a recognized University.
- 3 years of relevant work experience in Education Sector

**Desirable:**

- Knowledge of Qualification Design and Standards, Education Quality Assurance, Accreditation and Policy Implementation would be an added advantage.

**8. KNOWLEDGE & SKILLS**

- The ability to work effectively in a multi-cultural team environment.
- High level communication skills (written and spoken) in English
- Be self-driven, result oriented and be able to set and meet deadlines
- Excellent computer knowledge with proficiencies in MS Word, Excel, Outlook, Power point, etc.
- Ability to multitask

**9. WORKING RELATIONSHIP**

Internal	Directors, Managers, Support Staff, Heads of Department, Heads of School, Dean(s), Vice Chancellor, Pro-Vice Chancellors, Staff and students.
External	FNU Stakeholders, Regulatory, Professional Registration and Licensing and Accreditation bodies, Commercial and Non- Commercial Industries, Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities

**10. 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.