

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, 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	: Program Officer
Incumbent	:
Grade	: 4
Division/College	: National Training and Productivity Centre
Department	: National Productivity and Industry Innovation
Location	: Nasese Campus
Reports to	: Director Productivity & Innovation, NTPC through Manager National Productivity and Industry Innovation

2. PURPOSE

A Program Officer provides technical and program support, either as a team or individually. They are responsible for 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: Manager National Productivity & Industry Innovation

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.

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

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

4. KEY ACCOUNTABILITIES

• Conduct employer visits, training needs assessments and presentation of training solutions to employers
• Provide programme information and counselling advise to employers and students
• Prepare and communicate training and consultancy proposals and quotations
• Carry out student recruitment, registration and payments on Banner
• Coordinate student enrolments with TAFE New South Wales
• Maintain TAFE and ASQA programme quality assurance requirements
• Conduct internal quality audits of TAFE and local programmes
• Contextualize and develop learner resources and facilitate assessment validation activities
• Conduct student orientation and tutorials
• Collate and verify student results and facilitate transcripts and testamurs from TAFE
• Vet and approve graduation applications
• Plan and organise department and college events

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity
- 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

Qualification:

- Bachelors in the relevant field.

Experience:

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

- 2 years of relevant work experience
- Familiarity with working in a university environment

8. KNOWLEDGE & SKILLS

- Excellent organizing, planning, implementing and coordinating skills.
- Proven ability to multi-task.
- High attention to detail.
- Strong analytical, problem-solving time management, negotiation and administrative skills.
- Significant experience in providing administration functions in a fast-moving environment
- Self-starter able to prioritise and manage a diverse and demanding workload within tight deadlines
- Ability to deal with sensitive information in a confidential manner
- Effective communication skills, both in writing and in person

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Department Staff	On a daily basis
Director's Office	On a daily basis
EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non- Commercial Industries, Industry, NGOs, Government Ministries Students, School/Department	When Required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as a 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.