

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



VISION STATEMENT:

To be the leading dual-sector transformative university predicted on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people 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 : Senior Executive Officer
Grade : 5
Incumbent :
Division : NTPC
Department : Department of NTPC General Office
Location : Narere Campus
Reports to : **Director Industry Training, and Director Productivity & Innovation.**

2. PURPOSE

The purpose of this position is to support the functional requirements of the Director Industry Training & Director Productivity & Innovation's office. The Senior Executive Officer is the first point of contact for Management and the FNU member bodies, government agencies and public. The incumbent is responsible for providing a range of high-level executive, secretariate and project support services to the Director Industry Training & Director Productivity & Innovation including providing strategic advice, managing communications, handling visitors, routing callers and implementing strategies to support the achievement of NTPC's Industry Training and Productivity & Innovation strategic and operational objectives

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Director Industry Training, and Director Productivity & 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.

Positions Reporting To You	No Of Staff Reporting To Them
Administrators (x2): NTPC Administrator in Labasa NTPC Administrator in Naceva	N/A

4. KEY ACCOUNTABILITIES

Secretariat Management
• Coordinate and manage all aspects of Secretariat (e.g. Meetings management, Agendas & Minutes, etc.) for the Director Industry Training and Director Productivity & Innovation.
• Act as Ex-Officio – nonvoting (and other roles as determined e.g. Treasurer/Secretary)
• Use the appropriate protocols of FNU when advising/assisting the Directors.
• Coordinate preparation of all reports for the Directors.
• Provide assistance to the Dean/Director in the development of organisational objectives, mission, goals, plans, budgets & projects.
• Interface between Dean/Director and all staff in matters pertaining to the Director Industry Training and Director Productivity & Innovation's approval or advise.
• Coordinate & manage all activities (e.g. through delegation & reporting) referred to Director Industry Training and Director Productivity & Innovation.
• Take minutes for all meetings as and when requested by the Directors.
• Liaise with relevant individuals, external organisations etc. to arrange meetings prepare agendas and draft minutes.
• Maintain a comprehensive filing system and create a Database Management System for the office.
• Organise agendas and necessary papers, and provide minutes for meetings of the Executive and Administration Committees
• Assist in planning and administration of the Directors' Year Planner.
• Maintain records of meetings pending for Director Industry Training, and Director Productivity & Innovation.
• Liaise with executive members and member bodies regarding Director Industry Training, and Director Productivity & Innovation activities.
• Direction of enquiries in relation to the Director Industry Training and Director Productivity & Innovation and support for media releases and enquiries.
• Contribute to the production of FNU Official publications.
• Provide input into general operation and management of the Dean's/Director's Office and undertake office housekeeping.
• Conduct research and produce analytical reports as when required on subject matters of note.
Program, Project and Service Delivery

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

• Ensure the development and implementation of: Strategic Plans, Operational Plans, Project/s Plans & management, performance measures & budgets for the Directors.
• Assist in strategic planning for the NTPC Office.
• Ensure efficient coordination, facilitation, and management of the NTPC Office activities & operations.
• Take responsibility, through management role, for all NTPC Office objectives
• Make recommendations to the Director Industry Training, and Director Productivity & Innovation as required (or as opportunities arise)
• Analyse industry data, reports, etc.
• Communicate with stakeholders.
• Coordinate and manage all NTPC Office events (e.g. field days, etc.)
Financial Management
• Maintain and coordinate financial management protocols & practice.
• Assist the Directors in developing budgets for the College/Division, projects & NTPC Office activities.
• Review approved plans and budgets as required (e.g. Annual Report) for the Directors.
• Draft, monitor and exercise budgeting controls on behalf of NTPC Office to ensure it stays within allocated budgets.
• Manage staffing budgets
Staff Management
• Performance management of staff who report directly to the SEO
• Effectively manage all staff relations and ensure appropriate communication systems are in place, for all staff (e.g. staff meetings, project reporting, etc.)
• Determine staffing requirements for all NTPC Office Projects and activities and assist in work force planning.
Member, Community, and Public Relations
• Ensure the NTPC Office (Objectives, Mission, Projects, etc) are consistently presented in a strong & positive manner to all stakeholders.
• Identify and articulate (through Projects & activities) the needs of NTPC Office Staff and all relevant stakeholders.
• Establish and/or maintain the necessary relationships/contacts with essential stakeholders.
• Establish and/or maintain consultative networks within key industry stakeholders and groups.
• Act as a spokesperson & ambassador for the NTPC Office on behalf of the Directors.
• Formally represent the NTPC Office as and when required.
• Develop appropriate information, public relations & communication methodologies (e.g. newsletters, media releases, website, etc.)
General Duties & Responsibilities
• Administration of all activities are related to the specific duties listed above, including attending meetings and representing the NTPC Office in meetings and forums to which the staff is sent.

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION

- Administrative Duties relating to all matters that the membership of a University entails, including duties related to NTPC Office/University wide activities.
- General Responsibility to undertake all other duties as directed by the supervising officer, the Director Industry Training, and Director Productivity & Innovation, or the Vice Chancellor.

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

- Bachelor's Degree in the relevant field.

8. EXPERIENCE

- Must have at least 4 years of experience in a similar role

9. KNOWLEDGE & SKILLS

- Excellent organising, planning 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

10. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Vice Chancellor	On a daily basis

EXTERNAL	FREQUENCY
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FNU Stakeholders, Commercial and Non- Commercial Industries, Industry, NGOs, Government Ministries Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities	As and when required
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11. 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.