

**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 : Senior TVET Officer

Grade : 4

Incumbent :

Division : Regional TVET

Department : Community Based Non-Formal Education.

Location : TVET Pasifika Robertson Centre

Reports to : Director Regional and Global TVET *through* Manager Community Based Non-Formal Education

2. PURPOSE

To operate effectively as part of a team of technical, administrative, and academic colleagues to facilitate the department services that ensures the smooth and efficient flow of the University's business and operations through consultations with Manager/ Director. The Senior TVET Officer is a supervisory role, and the incumbent is expected to perform above the expectation and be able to manage and supervise other department staff and the day-to-day operations of its department.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Manager Community Based Non-Formal Education.

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

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Collaborate with the faculty staff in the development of curriculum for online and face to face delivery.
Assist academic staff to design sustainable high-quality e-learning and online assessment activities incorporating sound educational design principles that are consistent with FNU Academic Standards and Assessment Framework and Policies. This will involve working with curriculum experts to modify existing curriculum materials to be compatible with an online and face to face environment. as well as creating new learning and teaching materials.
Develop training resources and facilitate training staff in learning how to use the institutional online and face to face learning management system.
Maintain quality assurance processes and protect the intellectual property in e-learning and face to face materials developed for the university.
Manage project tasks, coordinate with faculty, and deliver e-learning and face to face projects on time and to budget.
Act as an ambassador for online learning at FNU/NTPC and promote the program by sharing ideas and information with a diverse range of stakeholders to facilitate the achievement if the Departments e-learning goals.
Assist in the coordination of Programme documentations for approval under the Short Courses accreditation with FNU.
Engage in all departmental operations and activities and ensure that every task is performed with high efficiency and accuracy.
Coordinate the functions of the Fiji TVET Associations.
- Organize/ participate in industry workshops for the Fiji TVET Association (FITVETA) The industry workshop provided a platform where participants from key TVET stakeholders to highlight, discuss, debate, and make presentation on the status of skills level, challenges/limitations, opportunities and priorities of the industries they represent. The outcome will be compiled into a resolution to support the future direction for TVET stakeholders, particularly in the areas of vocational training, networking, apprenticeships, and the formation of strategic alliances. The key objective is for everyone to focus on a common goal through cross fertilization of skills development ideas and needs. - Coordinate short course Training for Maritime and rural areas under RRMTVET and CAL programs. - Formulate Budget for short course training for Maritime and rural areas under RRMTVET and CAL programs.
- Organize regional meetings for the Pacific Association of TVET (PATVET) - TVET representatives of member states are requested to provide an inventory of qualifications, programmes, tracer studies and teacher training to update data in the PATVET website. Such information will assist different institutions to collaborate with others for cross-crediting and other training pathway. - Consult with diverse range of stakeholders in planning short course programs to be conducted based on the training need of each community.
Assist in the review of department procedures and policies for FNU with respect to SOPs.
Assist the Manager/ Director in compiling reports as and when required.
Assist in preparation of timely departmental reports and submit to the supervisor.

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Assist in compiling of reports for Expression of Interest to provide community trainings for Government Ministries, Religious Bodies and in the region.
Responsible for planning and development matters of the department.
To undertake any other duties/ special projects assigned by the supervisor from time to time.

5. KEY CHALLENGES

- Promoting quality learning in TVET using new and advanced technology.
- Strategizing and enhancing TVET systems that are relevant and effective to the society.
- Collaboration in TVET with other regional and international stakeholders.
- Decision making in an environment of high-level ambiguity.
- Ensuring conformity in implementation of policies and processes in an organization with diversity in people and transitional cultures.

6. AUTHORITY LEVEL

Operating Expenditure : N/A

Capital Expenditure : N/A

Others : N/A

7. QUALIFICATION

- Bachelor's degree in any TVET related field such as Arts, Science, or Engineering.

8. EXPERIENCE

- 2 - 4 years of relevant work experience in a supervisory or higher position.

9. KNOWLEDGE & SKILLS

- Excellent organizing, 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 who can prioritize 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
- Knowledge of Financial Management

10. WORKING RELATIONSHIP

INTERNAL	Frequency
Supervisor and Department Staff	Daily
Work Closely with staff, Managers and Directors	As and When required

11. 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.