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 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	:	**Technician in CISCO**
Grade	:	3
Incumbent	:	
Division	:	College of Engineering & Technical Vocational Education & Training
Department	:	Electronics Engineering
Location	:	Namaka Campus
Reports to	:	**Dean CETVET through respective section heads**

2. PURPOSE

The purpose of this position is to operate effectively as part of a team of academic, technical and administrative colleagues in order to facilitate learning and the advancement of knowledge by assisting the academic staff in the preparation of instructional materials for laboratory or workshop demonstration or use; assist students with assignments and demonstrate techniques in the use of specialized equipment; may supervise the work of student assistants; and perform related work as required.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Head of Department – Electronics Engineering**

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

Preparation of Teaching Aids for the Laboratory/Workshop and ensuring that all the equipment and materials need for the session are well prepared according to the instructions or procedures before the begin of the session. This role also includes the following duties:

- Ensure all tools, equipment, materials, and activities are in readiness for scheduled practical classes
- Supervision of students while the laboratory/workshop,
- Assist the academic staff in managing of students, resources and ensuring that all OHS policies and procedures are observed
- Manage the laboratory, sorting out problems as they arise
- Arrange staff demonstrating schedule. Give clear guidance to technical support on work to be done, timetable and priorities
- Arrange appropriate training and/or briefing of personnel involved in demonstrating
- Arrange sharing of knowledge among the demonstrators directed at better understanding of experiments and criteria of marking
- Co-ordinate development of new experiments and improvement of existing ones
- Collect student feedback on running the laboratory/workshop
- Continuously improve current methods of lab or workshop sessions
- Monitor staff and student access to the at all times
- Manage lab equipment and tools as well as materials are returned after each session, cleaned, and returned to proper storage
- Ensure all equipment are fully operational and in good working order
- Replenish materials as when required; upgrade or refurbishment of lab
- Account for all inventories in the laboratory/workshop
- Identify potential hazards and remove or minimize all risk related incidents from happening
- Provide help and support to students in the use of equipment during practical experiments or training
- Deal with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary.

General Duties & Responsibilities

- **Administration** of all activities is related to the specific duties listed above, including attending meetings and representing the Department/School/College/University in meetings and forums to which the staff is sent.

• **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/College/University wide activities.
• **General Responsibility** to undertake all other duties as directed by the supervising officer, the Head of School, Dean, 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 and EXPERIENCE

- CISCO (CCNA) certification with 3 years of relevant experience

8. 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

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Supervisor and staff within the school	On a daily basis
Work closely with staff, College Deans and Directors	As and when required

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.