

Position Title: **Technical Officer in Electrical**

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.

Position Purpose

To operate effectively as part of a team of academic, technical and administrative colleagues to facilitate, learning and the advancement of knowledge through teaching, research/publication, consultancy and administration. More specifically, the incumbent is responsible for delivering quality training, short courses, administration and co-ordination and curriculum development for in-service training as requested by the industry.

Scope of Work

The primary role of the incumbent is to train/coach, determine industry training requirements, research and develop training material, provide consultation for the industry, maintain and repair training equipment, actively participate in section/department/division productivity initiatives under the QMS productivity tools and, undertake any other training related activity as requested by the supervisor.

Organizational Relationships

Position Type:

Fixed-Term Employment Contract

Reporting to:

Director Industry Training, through the department head(s), if any.

Staff Responsible to you:

N/A

Hours of Work:

Carry out on average 28 contact hours of training delivery per week, with the balance of the time to be spent on; course administration and provide assistance to course participants, industrial visits and consultation with industry, active participation in section/department/ division/centre work projects and teams, productivity promotional activities and initiatives, and participate in non-teaching activities associated with their professional role. Salaried staff may be required to workdays, evenings, weekends, and public holidays. Must return to duty whenever needed.

Functional Relationships:

1. Internal Contacts: Head of Training, Director Industry Training, Pro Vice Chancellor TVET Pasifika & NTPC, Vice Chancellor, Staff and students.
2. External Contacts: Industry, Ministry of Education, Students, School/Department Principals, NGOs and External Institutions/Universities and Industry Stakeholders.

1.0 DUTY STATEMENT

Specific Duties & Responsibilities

The specific duties and responsibilities of a Technical Officer in the TVET stream of the University are:

- 1.1 **Training and Programme Development**, including research, preparing and designing of courses and training packages; deliver training on a number of courses/modules/units in the TVET programmes, administering the courses/modules/units delivered; participation in the complete administration of the course/module/units/programmes; and provide counseling and guidance for course participants. The training responsibilities are at the Certificate, Diploma levels in the programmes of the Department and/or Division, and all courses in which the appointee's expertise lies throughout the University. This role also includes:
 - 1.1.1 Developing measures to promote student learning in the Department/Division through regular discussions with the industry, the department/division staff, the section head(s) on approaches to adult learning.

- 1.1.2 Conducting lectures, tutorials, on-the-job training, in-house programmes, flexible-training and workshops for effective training delivery.
 - 1.1.3 Provide the efficiency and effectiveness of the division's course/programme offerings within the guidelines laid down by the Department Head and the Director.
 - 1.1.4 Coordinating the courses/modules/units taught in their training areas based on qualification, experience and current competency.
 - 1.1.5 Coordinating courses within department as designated to them by the Department Head.
 - 1.1.6 Assisting in graduation ceremonies when and where required.
 - 1.1.7 Developing innovative high quality training delivery and learning within a learning centered framework and to collaborate training delivery and curriculum development with the theory and practice of adult learning in the competency based TVET programmes offered at NTPC-FNU, and to undertake the continued development of work integrated adult learning, as well as provide support to colleagues delivering training in the Fiji National University.
 - 1.1.8 Undertaking the normal tasks associated with course co-ordination in the competency based TVET programmes. This will include undertaking training package review, high quality curriculum design, carrying out regular course evaluation, delivering curriculum in a variety of modes and collaborating with other TVET staff.
 - 1.1.9 Assisting with course administration, including giving valid, relevant, current and applicable work advice to course participants and assisting them with work-related difficulties by providing relevant counseling.
 - 1.1.10 Conducting workshops in area of expertise.
 - 1.1.11 Assisting in development of programmes by analyzing industry training requirements, internal course evaluation data.
 - 1.1.12 Providing feedback to the manager/HOT/course coordinator on the performance of course participants.
 - 1.1.13 Evaluating participant performance through recognition of prior learning, knowledge and skill competency assessments, examinations, short tests with assignments, projects and presentations, and set and/or maintain industry standards to meet industry training requirements through assessment, evaluation and reporting of participant performance.
 - 1.1.14 Actively participate in the development of trade sector training packages
 - 1.1.15 Providing active participation in the timely development of relevant programmes through coordinated departmental efforts.
 - 1.1.16 Ensuring the effective implementation of programmes to meet the training requirements through efficient use of resources and manpower.
 - 1.1.17 Developing professionalism to meet the training requirements through timely attendance in staff development seminars and workshops.
 - 1.1.18 Contributing to the effective management, maintenance and repair of the training & learning resources and actively contribute to the development of the training infrastructure such as workshops and laboratories within the department and division through regular monitoring of programme needs.
 - 1.1.19 Participating, where necessary, in course/programme team meetings; and
 - 1.1.20 Participating, where necessary, in FNU, NTPC-Centre/Colleges or Division/ School/ Department / Section meetings and contribute towards the smooth running of the Department/Division/Centre.
- 1.2 **Research and Publication** of academic papers, reports, and books in the subject area of the appointee's expertise and specialisation is not an expected requirement for this position. However, research and development of training packages to meet industry training needs is a requirement of this position. Staff is encouraged to undertake research and publications. Staff appraisal and review exercises shall recognize research and publication.
- 1.3 **Consultancy** in the area of the appointee's specialisation and expertise is not an expected requirement for this position. However, staff are encouraged to undertake approved consultancies within the University's policies on consultancies and intellectual property. Staff appraisal and review exercises shall recognize any approved consultancy undertaken.

General Duties & Responsibilities

- 1.4 The specific duties and responsibilities of a Technical Officer in the TVET stream of the University are:

- 1.4.1 **Administration** of all activities that are related to the specific duties listed above, including attending meetings and representing the Department/Division/Centre/University in meetings and forums to which the staff is sent;
- 1.4.2 **Administrative duties** relating to all matters that the membership of a University entails, including duties related to Division/Centre/University wide activities;
- 1.4.3 **General responsibility** to undertake all other duties as directed by the Section Head, Director, or the Vice Chancellor.
- 1.4.4 Actively participate in **Department/ Division productivity initiatives**.

2.0 Performance Appraisal and Staff Review

- 2.1 Annual performance appraisal and staff review shall be based on performance in all areas of work responsibilities described in paragraph 1 above.

3.0 KEY RESULT AREAS AND KPIs

| Key Result Areas (KRAs) | Key Performance Indicators (KPI) – Tasks and Objectives | Outcomes & Achievements : Comments on Progress to date |
|--|---|---|
| Prepare, Conduct and Disseminate knowledge and work skills | <ul style="list-style-type: none"> Break-down theoretical knowledge and specialised jargon into understandable participants' terminology Articulate specialised concepts in to a systematic, coherent framework Conduct and supervise the delivery of the training modules in accordance with the academic regulations of FNU Obtain certificate of approval from bench-marked programmes delivered at other institutions of world standard. Develop competency-based assessment tools for modular training programmes and short courses as stipulated elements of competency and performance criteria. Discuss with supervisors, other trainers and technical assistants with regards to training module unit descriptors. Develop / review training packages to meet Fiji industry requirements. Modify and edit current training packages to ensure validity, currency and relevancy with industry standard practices. Contribute actively to the revision of relevant department unit descriptors and training packages every 3 years. | <ul style="list-style-type: none"> All annual training related targets PMS are met in terms of: <ul style="list-style-type: none"> Revenue generated Number of participants trained Total number of trainings conducted Zero outstanding fees Number of Inhouse training conducted Training is in compliance with FNU Academic policies and procedures All courses to strictly comply with all academic policies, regulations and procedures Timely preparation of presentations, assessments, and results in accordance with established procedures Course administration to comply with procedures. Training package development targets met. Unit descriptors and training package are reviewed and always in compliance. |
| Uphold Quality Standards. | <ul style="list-style-type: none"> Actively participate in ensuring the requirements of a quality programme, including the requirements of any Quality Assurance System, are met and maintained. Ensure compliance with ISO procedures. | <ul style="list-style-type: none"> All training manuals are always ISO compliance. All training and assessment are conducted according to ISO standards. |
| OHS Compliance. | <ul style="list-style-type: none"> Actively participate in ensuring the requirements of the Safety Management Procedures are followed rigidly. Identifying and bringing deficiencies to the attention of the OHS Officer. Following through to ensure these deficiencies are rectified | <ul style="list-style-type: none"> Maintaining the Technical training workshops, labs and classrooms are always OHS compliance Zero injury. |

FIJI NATIONAL UNIVERSITY
Job Description

| Key Result Areas (KRAs) | Key Performance Indicators (KPI) – Tasks and Objectives | Outcomes & Achievements : Comments on Progress to date |
|-------------------------------------|--|--|
| | so that the safety of both staff and students are not compromised. | |
| Professional Standards. | <ul style="list-style-type: none"> At all times conduct in a professional and courteous manner to all staff, students, and external community. | <ul style="list-style-type: none"> Zero complaints from other staff, students or external stakeholders regarding performance and behavior. Grooming befitting a trainer of the NTPC-FNU. |
| Professional Practice | Professional Networking, Engagement and Collaboration <ul style="list-style-type: none"> Working alongside professionals in your discipline/industry/sector to maintain and develop expertise. Industrial attachment with employers to maintain skills currency for TVET. Leading practice in employer engagement and/or career planning for students. Development of policy or new approaches to a relevant industry/sector. Advisory roles for relevant industries/ sectors. Contributing to national/international policy. Engagement with external stakeholders. | <ul style="list-style-type: none"> Conduct at least 10 Industry annually Do at least one industrial attachment every 3 years Take part in at least one ICDF meeting annually Take part in one TVET forum Take part in one education summit At least 5 new additional industry new contacts & networking annually. Registered Member of a professional institute. Initiate a social media platform for a group of at least 10 industry stakeholders to share training needs information and networking. |
| Research and Publication | <ul style="list-style-type: none"> Writing various outputs e.g., publications Promoting an area of professional practice or the teaching and learning of an area/ profession. | <ul style="list-style-type: none"> Publish at least 2 training article in our local newspaper. |
| Consultancy | <ul style="list-style-type: none"> Keep a watch for consultancy opportunities in the area of specialisation and expertise. Submit for consultancy projects. Carry out consultancies granted within the university policies relating to consultancies and intellectual property. | <ul style="list-style-type: none"> Provide consultancy to local industry in related to training and development of employees and how to raise productivity level in the organization. |
| Training infrastructure development | <ul style="list-style-type: none"> Actively contribute the development, maintenance, repair and installation of workshop, laboratory and training equipment. | <ul style="list-style-type: none"> Technical workshop meeting the industry standard requirement.at all times |
| Productivity initiatives | <ul style="list-style-type: none"> Actively take part in all the department and divisional productivity initiatives. Apply relevant productivity tools to enhance individual, department and divisional performance. | Actively participate QMS tools <ul style="list-style-type: none"> 5s & 6s lean Toastmasters QC project |
| Teamwork | <ul style="list-style-type: none"> Render technical and expert assistance to department and divisional activities. Undertake any other tasks relevant to department and divisional training or any related activities as assigned by the supervisors. Actively volunteer for department and division group and team activities. | Active team participation in: <ul style="list-style-type: none"> QMS tools Panning Workshop OHS committee Open day Sports committee Career expo. Marketing Workshop development |

4.0 JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time because 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.

5.0 ACADEMIC PATHWAYS

This JD lists the tasks required of an academic, however, you may be required to focus on certain areas depending on your chosen academic track i.e., Teaching & Research (TR) and Teaching, Scholarship, and/or Professional Practice (TSPP). In consultation with your supervisor, you will need to choose between these two tracks through the annual Performance Management Plan (PMP) exercise. You will be monitored for performance based on the chosen track.