

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	: Accreditation Officer
Grade	: Grade 6
Incumbent	:
Division	: Office of Learning and Teaching
Department	: Quality Office
Location	: Nasinu Campus
Reports to	: Pro Vice Chancellor-Learning & Teaching through Manager Programme Standards and Quality Enhancement

2. PURPOSE

The post holder is responsible for providing strategic and operational leadership through the successful delivery of review or accreditation activities across the Fiji National University, for both HE and TVET.

The post-holder will work collaboratively with Colleges and Senior Leadership Team (SLT) to play a key role in planning, implementing strategic objectives by leading, managing and coordinating its accreditation projects through the Quality Office.

Collaborating effectively with professional bodies and working closely with academic and professional service staff across the University, the Accreditation Coordinator/Officer will plan, implement appropriate compliance and communication strategy, collect and compile relevant evidence and produce documents and data in support of compliance with relevant review or accreditation standards and principles and to build the current portfolio of review and accreditations across the institution and programmes; will oversee and ensure the effective delivery of all activities in relation to future accreditation processes.

The post-holder will be responsible for planning, managing and delivering submissions to review or accrediting bodies as well as coordinating the submission of reports, statistics and relevant evidence required for maintaining accurate accrediting body records. They will ensure effective communications with accrediting bodies and oversee the overall organisation of accreditation requirements such as data, mapping, reviews, events and promotion.

The post holder will lead the delivery of a high quality, responsive and professional service to professional bodies, university colleagues and external stakeholders.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Programme Standards and Quality Enhancement**

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

Provide Strategic Guidance
<ul style="list-style-type: none"> • Develop, support and contribute to the guideline, plan and delivery of Institutional or Programme strategy for accreditations of both TVET and Higher Education including internal and external reviews and to lead the implementation of the strategy. • Act as point of liaison/expertise on matters relating to review or accreditation from accrediting bodies, Faculty teams, professional bodies and externals. • Design accreditation guidance and policies, plan and deliver training and advice on accreditation standards, policies and requirements • Provide reports and briefings to key University/College/Centre committees/Senior Leadership Team and Senate regarding accreditation status, applications and maintenance progress and requirements, with clearly defined roles, responsibilities and procedures • Develop a plan with estimated budget for meeting accreditation objectives and ensure that processes are in place to meet submission deadlines. • Represent the Faculty at accreditation related committees, conferences, workshops, communities of practice and networking events. • Provide advice and guidance on the management of courses, programmes and resources to ensure accreditation requirements are fully considered • Create an inclusive environment for identifying opportunities for continuous improvement and work to remove barriers that inhibit progress • To keep up to date with national and international developments in relation to accreditation to inform best practice.
Project Management and Coordination
<ul style="list-style-type: none"> • Rapidly build up knowledge of the review, accreditation or reaccreditation requirements, from information supplied by review or accreditation bodies and other sources and advise staff on expectations of the review and accreditation. • Create, maintain and manage accreditation plans, monitor progress and deadlines through clear communication and guidance with academics and administrative section of FNU. • Create effective systems and processes for gathering, analysing and reporting data required for the review or accreditation. • Draft self-study deliverables, synthesize feedback, and manage documentation • Prepare and manage draft submission documents for collaborative input and review, coordinating feedback and follow up actions. • Liaise with the reviewer or accrediting bodies to organize review or accreditation visits and events.

Coordinate logistics, materials, and schedules for external site visits
• Ensure timely submissions of evidence, reports, and responses to review or accrediting bodies.
Data Systems, Management, Mapping & Analytics
• Develop systems for data collection, surveys (e.g., qualifying student, alumni feedback), and analysis.
• Map curriculum, learning outcomes and resources against accreditation standards.
• Prepare reports and data to support institutional decision-making.
• Maintain a secure electronic repository of all accreditation evidence and artifacts.
Quality Assurance & Continuous Improvement
• Monitor changes in review or accreditation standards and regulatory environment; integrate them into FNU' s systems.
• Identify and implement process improvements across review and accreditation workflows.
• Coordinate periodic reviews and follow-ups based on reviewer and accrediting body recommendations.
Other Duties
• Lead or support special projects related to educational quality.
• Perform additional duties as assigned.

5. KEY PERFORMANCE INDICATORS

- Lead a review or certification group.
- Provide timely reports and updates to SLT and Senate
- Work with Associate Deans and Colleges for the review and accreditation of programmes and institution.

6. KEY CHALLENGES

- Handling/managing the expectations of various parties involved/ different clients/staff/college.
- Handling and storage of sensitive and large amount of data.
- Working in teams with diverse backgrounds, skills, and personalities.
- Meeting strict deadlines on multiple tasks. Working with an external accreditation agency in a different time zone.

7. AUTHORITY LEVEL

Operating Expenditure :

Capital Expenditure :

Others :

8. QUALIFICATION & EXPERIENCE

Essential:

- Master's qualification in Commerce, Medicine, Science, Engineering / Technology or a closely related field from a recognized University.

Desirable:

- 5 years related work experience.
- Academic background in Science or a related field, with the ability to also review and evaluate science and engineering-based programmes effectively.

9. KNOWLEDGE & SKILLS

- Creative Thinking
- Thinking conceptually and practically
- Problem - solving
- Communicate clearly and empathically.
- Collaboration with all job levels
- Organization and time management
- Credibility
- Exceptional Analytical Skills
- Data Management and Analysis skills

10. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Supervisor and staff within the department	On a daily basis
Work closely with staff, College Deans, Directors and SLT members	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.