

**FIJI NATIONAL UNIVERSITY****COLLEGE OF ENGINEERING & TECHNICAL VOCATIONAL EDUCATION & TRAINING****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	: Administrator
Grade	: 2
Incumbent	: Specimen
Division	: College of Engineering & Technical Vocational Education & Training
Department	: Administration
Location	:
Reports to	: Dean CETVET through respective Section Heads

**2. PURPOSE**

The purpose of this position is to provide professional and efficient administration support. The Administrator will be responsible for coordinating and implanting office procedures and will act as the first point of contact for the respective Supervisor.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: **Respective Section Head**

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

<ul style="list-style-type: none"> <li>Maintain a database of all office policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Manage and order office supplies within the budget guidelines of the College/Division</li> </ul>
<ul style="list-style-type: none"> <li>Submit weekly reports to Supervisor and HR Division on attendance, leave and other HR issues</li> </ul>
<ul style="list-style-type: none"> <li>Be Microsoft Office proficient to produce documents, presentations, spreadsheets and databases</li> </ul>
<ul style="list-style-type: none"> <li>Assist the supervisor in carrying out operational processes of the respective Schools</li> </ul>
<ul style="list-style-type: none"> <li>Provide assistance in preparation of school budgets</li> </ul>
<ul style="list-style-type: none"> <li>Arrange staff trainings or workshops on a need basis</li> </ul>
<ul style="list-style-type: none"> <li>Arrange internal meetings and take notes or minutes of informal and formal meetings</li> </ul>
<ul style="list-style-type: none"> <li>Undertake internal records management of all school records and databases</li> </ul>
<ul style="list-style-type: none"> <li>Arrange travel and accommodation of staff as and when required</li> </ul>
<ul style="list-style-type: none"> <li>Any other duties as and when assigned by the supervisor</li> </ul>

#### 5. KEY CHALLENGES

- Dealing with difficult clients
- Handling the sensitive information available

#### 6. AUTHORITY LEVEL

Operating Expenditure : .....

Capital Expenditure : .....

Others : .....

#### 7. QUALIFICATION & EXPERIENCE

- A Bachelors Degree in relevant field OR Diploma in relevant field with 2 years of relevant experience.
- Some experience in a relevant role will be of added advantage.

#### 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**

<b>INTERNAL</b>	<b>FREQUENCY</b>
Supervisor and staff within the department	On a daily basis
Work closely with staff, College Deans and Directors	As and when required

## **11.0 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.