

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION

VISION STATEMENT:

To be the leading dual-sector university in the Pacific.

MISSION STATEMENT:

To serve the people, the economy and society of Fiji and the wider Pacific region, by providing education and training for employability, with an excellent student experience; carrying out research with real-world impact, aligned to national priorities and with global relevance; engaging proactively with stakeholders, in our communities, nation and region; and demonstrating leadership in sustainability.

1. POSITION DETAILS

Position : Apprenticeship Officer

Grade : 4

Incumbent :

College/Division : National Training and Productivity Centre

Department : Apprenticeship and Trade Test

Location : Narere Campus

Reports to : Director- Productivity and Innovation- NTPC through Manager Apprenticeship and Trade Test

2. PURPOSE

The purpose of this position is to operate effectively as part of a team of administrative colleagues in order to provide executive assistance and administrative support to the efficient operation of the Apprenticeship & National Trade Test department.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Apprenticeship and Trade Test**

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

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**

• Planning and carrying out inspections of on the job training and ascertain the performance of Apprentices.
• Conduct inductions/ orientation for apprentices and employers on the apprenticeship training scheme.
• Inspecting employer premises, training equipment's/tools, training facilities, number of skilled personals before recommending the issue of new permits to employ new apprentices.
• Process application of apprentice's contract for registration, verify that all documents are received before commencing registration.
• Preparing summary and reports for each of the apprentices' on job training, provide update and recommendation to employers.
• Counselling apprentices for their non-performance, attitude/behaviour issues, absenteeism, conduct, job rotation and safety..
• Programming apprentices to attend theory training.
• Providing employers apprentice attendances when attending theory training.
• Providing employers two weeks advance notice before carrying out inspections.
• Preparing apprentice's investigation report for cases of contract termination/ reduction/ extension and providing recommendation to Manager - Apprenticeship and National Trade Test.
• Vet and process all daily and residential grants for Method B employers including tool and travel allowance.
• Providing necessary information to Finance in terms of tool and travel allowance
• Maintaining administrative records including compiling, coding, updating, filing of records including electronic documents management.
• Maintaining all personal files and records of apprentices and employers (hardcopy and electronic).
• Assisting in the promotion and marketing of the Apprenticeship Scheme and provide guidance and assistance to employers, apprentices and workplace assessors on Competency Based Training.
• Preparing and maintaining all inspection reports, industry visit records of employers and apprentices.
• Analysis of facts and figures for apprenticeship training and must be able to operate computers including emails, electronic calendars and other computer software's.
• Coordinates events such as graduation and other office related office activities and committee meetings.
• Carry out duties and responsibilities with limited supervision, make decisions and establish work priorities on essentially procedure-orientated operations.
• At all times maintain high integrity, conduct and professionalism.
• To undertake any other duties/ special projects assigned by the supervisor from time to time.

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	:	N/A
Capital Expenditure	:	N/A
Others	:	N/A

7. QUALIFICATION & EXPERIENCE

- Served as Craft Apprenticeship with 4 years post industry work experience or Certificate IV/ Diploma with 7 years of post-industry work experience.

Specific Areas: Welding and Fabrication, Fitter Machinist, Carpentry, Joinery, Plumbing.

- Applicants also need to hold Certificate IV in Training and Assessment or Higher Education Certificate in Teaching TVET (FQF level 5) and TOTS 1 and 2.

Note: Applicants who do not hold this qualification should be willing to upgrade.

8. KNOWLEDGE & SKILLS

- Applicants must have good command in both writing and oral English and excellent computer skills with the ability to create reports.
- Good leadership and communication skills, able to work flexible hours, be a team player, be innovative and work towards the goals of NTPC and the University.
- A high level of integrity is required.
- Good understanding of the national apprenticeship training scheme.
- Applicant must have a valid driving License (group 2)

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Department Staff	Daily
NTPC staff of other departments	Weekly
Lecturers, Head of School and College staff	On need basis

EXTERNAL	Frequency
Employers	Quarterly/ On need basis
Apprentices	Quarterly/ On need basis
Fiji Higher Education Commission	On need basis
Fiji Commerce and Employers Federation	On need basis

11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as a 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.

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION