

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 : Director Regional & Global TVET. (DRTVET)
Grade : 8
Incumbent : (name)
College/Division : Office of the Pro Vice-Chancellor TVET Pasifika & NTPC
Department : TVET Pasifika
Location : Samabula Campus
Reports to : **Vice Chancellor through Pro Vice Chancellor TVET Pasifika & NTPC.**

2. PURPOSE

The purpose of this position is to assist in the strategic direction and operational aspects of the office of the Pro Vice Chancellor TVET and NTPC. The position holder will be responsible for all administrative functions including financial and resource management for the regional training that is conducted by TVET Pasifika which includes NTPC, PCMS, CETVET and the Colleges. The main area of responsibility will be overseeing training programs across the region, focusing on aligning training between industry and national development needs. This includes developing and implementing strategic training plans, managing training staff, and cultivating stakeholder relationships with local and regional governments and industries. The position holder also ensures quality standards are met and oversees budgets and resources. Key activities include identifying skill gaps, developing relevant curriculum, facilitating workshops, managing external partnerships, and ensuring compliance with quality and safety standards within the Pacific region.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Pro Vice Chancellor TVET Pasifika & NTPC.**

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
Manager Community Based Training	20
Manager Regional TVET	20
Liaison Officer (regional)	5

Administrator	0
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4. KEY ACCOUNTABILITIES

- Strategic Planning & Implementation: Develop and implement comprehensive training strategies that address regional skill development needs and align with economic development goals.
- Program Management: Oversee the design, delivery, and evaluation of a diverse range of training programs and courses, ensuring they meet industry standards and community needs.
- Stakeholder Engagement: Establish and maintain strong relationships with government agencies, industry leaders, educational institutions, NGOs, and donor organizations to identify training needs and secure partnerships.
- Team Leadership: Lead, manage, and motivate a diverse team of trainers and support staff, ensuring effective collaboration and performance.
- Quality Assurance: Ensure that all training activities adhere to high-quality standards and that training outcomes are relevant and effective for the regional context.
- Financial Management: Manage budgets for training programs, oversee financial reporting, and ensure the responsible and transparent use of allocated funds.
- Curriculum Development: Facilitate the creation of innovative and relevant training content and curriculum, potentially including short courses, full award programs, and specialized technical training.
- Regional Coordination: Coordinate training initiatives across multiple locations within the region, potentially involving international travel to different Pacific Island countries.
- Reporting & Evaluation: Prepare industry training feedback reports, monitor progress against performance targets, and provide updates to senior leadership. Ensure timely preparation and submission of all papers that need to be presented to the Senate and other official committees and the University.
- Reviving and managing the PATVET – Pacific TVET Association.
- Performing other duties that relate and contribute to the Library and Departmental goals and particularly the other duties, consistent with the role, as required from time to time by the VC or PVC.
- Provide leadership and oversight for all assigned staff functions and responsibilities
- Ensure that the University is at the forefront in capitalizing on Training/Development and consultancy opportunities in the Pacific region, and in this respect, advance the interests of the University in the Pacific region.

Key Performance Indicators for the duration of contract

KPI 1: Establishment of at least one new regional centre each year

KPI 2: Franchising of at least 1 new FNU TVET course/ programme each year

KPI 3: Increase in regional funding revenue by at least 10% each year

5. KEY CHALLENGES

- Navigating decision making in an environment of high level of ambiguity.
- Overcoming resistance from Colleges/Divisions/Centres to accept change.
- Ensuring conformity in implementation of policies and processes in an organization with diversity in people and organizational culture.
- Cultivating effective working relationships with key stakeholders and regional partners
- Addressing the scarcity of scholarships and sponsorship available for regional short courses and programmes.
- Securing accreditation for TVET/NTPC/FNU short courses.

6. AUTHORITY LEVEL

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

7. QUALIFICATION & EXPERIENCE

- PhD in Engineering, Hospitality, Mechanical or Business Studies with at least 5 years of senior leadership experience OR,
- Master's qualifications in Engineering, Hospitality, Mechanical or Business Studies with at least 8 years of senior leadership experience OR,
- Postgraduate Diploma in Hospitality, Mechanical or Business Studies with at least 10 years of senior leadership experience OR,
- Bachelor's degree in Hospitality, Mechanical or Business Studies with at least 12 years of senior leadership experience.

8. KNOWLEDGE & SKILLS

- Leadership Experience: Proven experience in leadership and organizational abilities, team management, and strategic planning is essential. Strong understanding of industry standards, business operations and regulatory requirements. Strong business sense, diplomacy, and problem-solving skills.
- Communication & Interpersonal Skills: Exceptional written, verbal, and strong interpersonal communication skills are necessary for effective stakeholder engagement and representation.
- Analytical & Problem-Solving Skills: Strong analytical abilities to diagnose training needs, develop solutions, and make sound, timely decisions. Have strong organizational knowledge and better equipped to navigate the TVET/NTPC dynamics, collaborate effectively, and make informed decisions aligned with the University's objectives.

- **Technical Knowledge:** A strong understanding of the skills and training sector, instructional design, and the ability to convey complex technical concepts. Knowledge of industry trends, market dynamics, competition and best practices.
- **Stakeholder Management:** Demonstrated ability to build relationships and negotiate effectively with diverse stakeholders, including high-level officials, industry bodies, and international partners.
- **Digital Literacy:** Proficiency in relevant software, such as Microsoft Office, and potentially knowledge of E-Learning platforms and authorizing tools.
- **Travel:** Must be willing to travel extensively across Fiji and the region.

9. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
Vice Chancellor FNU staff and students Senior Leadership Team	On a daily basis.
EXTERNAL	FREQUENCY
Officers of Government and other external stakeholders.	As and when required.

10. JOB DESCRIPTION AND VARIATION OF 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.