**FIJI NATIONAL UNIVERSITY**

**JOB DESCRIPTION**

**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 partnerships, 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 | : Executive Officer – Pacific Centre for Maritime Studies |
| Grade | : 4 |
| Incumbent | : |
| College | : Pacific Centre for Maritime Studies |
| Department | : FMA General Office |
| Location | : Laucala Campus. |
| Reports to | : Director Pacific Centre for Maritime Studies. |

## 2. PURPOSE

The primary purpose of this position is to deliver professional and efficient administration support to the Director's office. The officer will serve as the first point of contact for Management, member bodies of the FNU, government agencies, and the general public. This position requires exceptional communication skills, a proactive approach to problem-solving, and a commitment to fostering positive relationships with all stakeholders.

## 3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Director Pacific Centre for Maritime Studies.**

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 |
|---|---|

| | |
|---|---|
| Administrators (x4) | Nil |

## 4. KEY ACCOUNTABILITIES

| |
|---|
| **Secretariat Management** |
| • Organizing and facilitating administration department meetings, including scheduling, preparing agendas etc. |
| • Overseeing the handling of correspondence, and records, ensuring they are properly maintained and accessible within the administration department |
| • Managing support services for the administration department, including office management and logistics. |
| **Program, Project and Service Delivery** |
| • Contribute and ensure the development and implementation of: Strategic Plans, Operational Plans, Project/s Plans & management, performance measures & budgets for the College/Division |
| • Ensure efficient coordination, facilitation, and management of the College/Division activities & operations |
| • Take responsibility, through management role, for and College/Division objectives |
| • Make recommendations to the Dean/Director as required (or as opportunities arise) |
| • Assist to Analyse industry data, reports, etc. |
| • Communicate with stakeholders |
| • Coordinate and manage all College/Division events (e.g. field days, etc.) |
| **Financial Management** |
| • Maintain and coordinate financial management protocols & practice |
| • Assist the Dean/Director in developing budgets for - the College/Division, projects & College/Division activities |
| • Review approved plans and budgets as required (e.g. Annual Report) for the Dean/Director |
| **Staff Management** |
| • Effectively manage all staff relations and ensure appropriate communication systems are in place, for all staff (e.g. staff meetings, project reporting, etc.) |
| • Assist to determine with Director and HoDs staffing requirements for all College/Division Projects and activities |
| **Member, Community, and Public Relations** |
| • Ensure that the College/Division (Objectives, Mission, Projects, etc.) are consistently presented in a strong & positive manner to all stakeholders |
| • Identify and articulate (through projects & activities) the needs of College/Division Staff and all relevant stakeholders |
| • Establish and/or maintain the necessary relationships/contacts with essential stakeholders |
| • Establish and/or maintain consultative networks within key industry stakeholders and groups |
| • Act as a spokesperson & ambassador for the College/Division on behalf of the Dean/Director |
| • Formally represent the College/Division as and when required |
| • Develop appropriate information, public relations & communication methodologies (e.g. newsletters, media releases, website, etc.) |
| **General Duties & Responsibilities** |
| • Administration of all activities are related to the specific duties listed above, including attending meetings and representing the Department/School/College/University in meetings and forums to which the staff is sent. |
| • Administrative Duties relating to all matters that the membership of a University entails, including duties related to School/College/Division/University wide activities. |
| • General Responsibility to undertake all other duties as directed by the supervising officer, the Dean/Director, or the Vice Chancellor. |

## 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

- Must have a Bachelor's Degree in the relevant field with at least 2 years of experience in a similar role.

## 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 with high attention to detail.
- 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 prioritise and manage a diverse and demanding workload within tight deadlines.
- Ability to deal with sensitive information in a confidential manner
- Ability to work with flexible hours
- Effective communication skills, both in writing and in person

## 9. WORKING RELATIONSHIP

| **INTERNAL** | **FREQUENCY** |
|---|---|
| Management. Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Vice Chancellor | On a daily basis |
| **EXTERNAL** | **FREQUENCY** |
| FNU Stakeholders, Commercial and Non- Commercial Industries, Industry, NGOs, Government Ministries Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities | 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.