

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	: NPO Coordinator
Grade	: 6
Incumbent	:
Division	: Office of the Pro-Vice Chancellor TVET Pasifika & NTPC
Department	: NPO-TVET
Location	: Narere Campus
Reports to	: Pro Vice Chancellor TVET through BM-TVET Pasifika & NTPC

PURPOSE

The Coordinator oversees all APO programs in Fiji and provides administrative support to the APO Director, the Pro-Vice Chancellor TVET (also the Head of Fiji's National Productivity Organisation), and the APO Alternate Director. Working with the NTPC Director under the NPO Head's guidance, the Coordinator manages the planning, delivery, and implementation of APO projects and workshops.

As the main liaison for the National Productivity Organisation, the Ministry of Employment, Productivity & Industrial Relations, other government agencies, the private sector, and the APO, the Coordinator coordinates APO activities hosted in Fiji and ensures efficient use of APO procedures. The role also includes coordinating national and international projects, supporting staff engagement, managing the NPO budget and collaboration activities with the Government of Fiji, and ensuring that APO tasks are completed accurately and on schedule.

This is a management position that requires strategic thinking and independent decision-making. The Coordinator leads day-to-day APO-related operations, manages roles and responsibilities with KPI targets, supports consultations with the PVC-TVET and NTPC Director, and provides expert support on APO matters, including solutions to operational, staffing, financial, and quality issues. The incumbent must be familiar with departmental and APO alumni processes and has authority and accountability for appropriate decisions within the APO/NPO scope of work.

2. ORGANISATION CHART

Position of Your Immediate Supervisor: **Business Manager TVET Pasifika and 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
Administrator	1

3. KEY ACCOUNTABILITIES

• Manage NPO activities and provide administrative support on all APO matters to the PVC-TVET (Head of NPO Fiji) and the APO Alternate Director. • Manage APO projects and workshops implemented through FNU/TVET Pasifika/NTPC.
• Act as the APO focal contact for Fiji's NPO, liaising with the Ministry of Employment, Productivity & Industrial Relations, other government departments, and the private sector on all APO issues. • Serve as Fiji's liaison to APO when the APO Liaison Officer is absent, including coordination with the APO Secretariat in Japan.
• Support the NPO Head in meeting preparation including Governing Body Meeting (GBM), Heads of National Productivity Organization Meeting (WSM), • Strategic Planning Workshop for Senior Planning Officers of NPOs (SPW), Accreditation Body Meeting, etc.
• Coordinate and implement all APO Multi-country Projects: Workshops, Training Courses, Research, E-Learning Courses, Self E-learning courses, Observational Study Missions, Conferences and Forums.
• Coordinate and implement all APO Individual-country Projects: Technical Expert Services (TES), Bilateral Cooperation between National Productivity Organizations (BCBN), Institutional Strengthening of National Productivity Organizations (DON), Observational Study Missions (OSM), Development of Demonstration Companies/Organizations (DMP), National Follow-up program (NFP), Specific National Program for Member Countries (SNP)
• Coordinate all APO Meetings whenever hosted in Fiji: Governing Body Meeting and Workshop Meeting of Heads of NPOs
• Coordinate and Implement National Projects: National Productivity Masterplan for Fiji (together with other relevant counterparts/stakeholders) and Productivity Charter for Fiji
• Manage APO alumni and digital presence in Fiji by overseeing the APO Alumni activities, NPO social media pages, and the NPO website (if applicable).
• Handle all preparations and logistics of every project in consultation with APO such as project notifications, project implementation plans, instruction circulars, project, training/workshop programs, compilation of course materials, visa lodgements, conference package, flight schedule, coordination meetings, room set-up, site visits, dinners, per diem, welcome kit, evaluations, action plans, follow-up projects, etc.
• Ensure annual timely submission of all APO Productivity Databook data to the APO/Chief Expert by the National Expert of Fiji (as per deadlines).
• Attend and support relevant APO activities locally and overseas (e.g., BCBN, OSM, APO meetings and other projects) to transfer knowledge, share best practices, and support productivity enhancement
• Seek nominations for project participants and resource persons/experts/consultants in consultation with the NPO Head. • Market selected projects to SMEs, industries, and stakeholders to improve participation and uptake. • Support participants to produce success stories for APO website, newspapers, and related communications

- Coordinating with APO partners for dual-teaching with FNU TVET trainers
- Coordinating with APO partners on TVET accreditation and benchmarking activities.
- Ensure all project deadlines are met across APO/NPO deliverables.
- Prepare timely reports and analyse all reports prepared by dept. staff to ensure consistency and accuracy,
- Provide leadership to the NPO team ensuring that appropriate technical support is in place,
- Take an authoritative and pro-active approach to ensure daily operations are carried out effectively by NPO staff in the Dept.
- With a broad understanding of international work and leading a team, perform highly complex work activities covering technical, financial and quality aspects,
- Accountable for the management of the NPO budget, monitoring expenditures and costs against delivered and realized benefits.
- Accountable and responsible to provide coaching and mentoring to fellow staff and to foster an environment of knowledge sharing.
- Accountable and responsible to coordinate procedures and work flows for the NPO Dept.
- Accountable and responsible to facilitate trainings as per the industry's needs and the priority areas of the APO in a particular year.
- Lead and coordinate all APO/NPO activities and ensure deliverables are met for APO/NTPC/FNU.
- Maintain strong and healthy relationship with all external and internal stakeholders.
- Apply problem solving approaches to address complex issues and to eliminate recurring problems.
- Establish plans to achieve sustainable outcomes to meet the needs of internal and external stakeholders.
- Authority to take decisions with minimum to no supervision and take accountability and responsibility of such decisions.
- Carry out other duties as appropriate and as directed by the PVC-TVET.

4. KEY CHALLENGES

- Working relationship with the Asian Productivity Organization (APO) and other member National Productivity Organizations (NPO's).
- Working relationship with Ministry of Employment, Productivity & Workplace Relations (MEPWR).
- Ensuring conformity in the implementation of trainings and projects in an organisation with diversity in people and organisational culture.

5. AUTHORITY LEVEL

- Operating Expenditure : \$500.00
- Capital Expenditure : N/A
- Others : N/A

6. QUALIFICATION AND EXPERIENCE

Essential:

- A bachelor's degree in science, Arts, Education, TVET or Business Administration or other relevant area

Desirable:

- A Postgraduate Diploma in Science, Arts, Education, TVET or Business Administration or other relevant area

7. KNOWLEDGE & SKILLS

- For holders of bachelor's degree: At least 10 years of direct industry work experience in a major corporation dealing with tourism, agriculture processing, manufacturing, retail and/or related of which at least 5 years work experience must be in an NPO. Must have experience liaising with APO and other NPOs. Must have experience organising, conferences, or events.
- For holders of Postgraduate Diploma: At least 8 years of direct industry work experience in a major corporation dealing with tourism, agriculture processing, manufacturing, retail and/or related of which at least 3 years work experience must be in an NPO. Must have experience liaising with APO and other NPOs. Must have experience organising TVET forum, conferences, or events.
- Must have Good Communication & interpersonal skills Must have working experience liaising and negotiating with APO and other NPOs.
- Must have practical experience organising conference or events.
- Must have excellent Microsoft and Power Point skills Possess excellent problem solving, presentation, organizational & analytical skills
- Possess a professional & proactive attitude along with a pleasant personality.

8. WORKING RELATIONSHIP

INTERNAL	FREQUENCY
FNU Senior Leadership Team FNU Management, Staff and Students	On a daily basis
Teaching Staff	As and when required
EXTERNAL	FREQUENCY
Officers of Government and other stakeholders	As and when required

9. 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.