

VISION:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific

MISSION:

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	: Part Time Sewing Machinist
Incumbent	: (name)
Division	: National Training and Productivity Centre
Department	: Department of Executive Management
Location	: National Training & Productivity Centre, Nabua Campus
Reports to	: Director Productivity & Innovation NTPC through the Manager - Executive Management

2. PURPOSE

The Fashion Incubation Centre will be the commercial arm of NTPC and it will require sewing machinist to use electronic or computerised sewing machines to stitch pieces of fabric together to make clothes, upholstery or other items. They will also assist in an upkeep of machines installed in fashion incubation centre with compliance of OHS principles constantly at work and to facilitate smooth workflow.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager - Executive Management**

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"> • Stitching together full garments or fabric products by following a pattern or instruction.
<ul style="list-style-type: none"> • Feeding garment or textile sections through the machine
<ul style="list-style-type: none"> • Checking that finished work matches pattern instructions
<ul style="list-style-type: none"> • Carrying out basic maintenance, such as cleaning and oiling machines
<ul style="list-style-type: none"> • Following health and safety guidelines.
<ul style="list-style-type: none"> • Changing machine settings for different jobs
<ul style="list-style-type: none"> • Maintain an inventory of materials, tools and supplies.
<ul style="list-style-type: none"> • Resolve problems and imperfections.
<ul style="list-style-type: none"> • Keep a record of defective materials and finished products.
<ul style="list-style-type: none"> • Using fabric cutter to cut and trim a variety of manufactured items
<ul style="list-style-type: none"> • Ability to manage deadlines and conflicting demands

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:

Capital Expenditure:

Others:

7. QUALIFICATION & EXPERIENCE

- Certificate in Sewing & Cutting
- 3 years industrial experience

8. KNOWLEDGE & SKILLS

- Good oral and written English skills, to read instructions and communicate within a team.
- Good practical skills and knowledge to use machinery and assemble products.
- Good organisation skills

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Management, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff	High

EXTERNAL	Frequency
Clients	High

10. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONTIONS

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.