

FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION



VISION STATEMENT:

To be the leading dual-sector transformative university predicted 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 provided education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : **Strategic Research and Community Engagement Officer**

Grade : 6

Incumbent : (name)

Division/College : National Training & Productivity Centre

Department : Department of Community Based Non-Formal Education

Location : Robertson Road Centre

Reports to : **Director Regional & Global TVET through Manager - CBNFE.**

2. PURPOSE

The position of the Strategic Research and Community Engagement Officer plays a significant role in order to facilitate the smooth and efficient flow of the University's business and operations through consultations with the Manager CBNFE. The officer is primarily responsible for performing day to day research operations and Community Alternative Learning coordination of the CBNFE department. More specifically, the incumbent is responsible for monitoring the operations, processes and procedures and carrying out duties assigned to this position.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Community Based Non-Formal Education**

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
Senior TVET and CAL Officer	1

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4. KEY ACCOUNTABILITIES

<ul style="list-style-type: none"> Manage the daily operations of the department under the direction of the Manager
<ul style="list-style-type: none"> Handle confidential and sensitive data with integrity. Analyse University statistics in various forms and report to the stakeholders.
<ul style="list-style-type: none"> Advise relevant FNU employees, Heads of Schools, Deans and Managers on queries and issues lodged by stakeholders after obtaining approval of Manager CBNFE.
<ul style="list-style-type: none"> Utilize University Academic Students Regulations (UASR) in solving enrolment, graduation and credit transfer issues for data analysis and consultation purposes
<ul style="list-style-type: none"> Liaise with formal educational institutes, ministries and organizations for data gathering. Assist the immediate supervisor in the design, execution and evaluation of research projects, including literature reviews, surveys, focus groups, data integration and analysis.
<ul style="list-style-type: none"> Conduct research and produce a wide variety of reports as directed by the supervisor, including statistical, annual reports and impact assessment reports.
<ul style="list-style-type: none"> Facilitate meetings, workshops, consultation and update on the progress. Liaise with FNU marketing regarding marketing strategies and initiatives
<ul style="list-style-type: none"> Conduct rural visits and research surveys for the Rural Remote & Maritime Training.
<ul style="list-style-type: none"> Conduct institutional surveys, analyse data and prepare report as and when required by the Manager CBNFE
<ul style="list-style-type: none"> Conduct TVET Training Need Assessments throughout Fiji for NFE Division and TVET Research for Fiji TVET Association. Participate in TVET forums, meetings and conferences and regional trainings under direction of Manager CBNFE
<ul style="list-style-type: none"> Maintain all office policies and procedures and work out the budget and logistics for Community and regional trainings.
<ul style="list-style-type: none"> Conduct Industry discussion forums and surveys and Collect data, analyse, interpret and prepare reports
<ul style="list-style-type: none"> Provide supervision to the training of the community as per needs of industries. Serves as an advisor to the communities, trainers and trainees.
<ul style="list-style-type: none"> Assists in the recruitment, selection, training, and evaluate teaching of all RRMT trainers. Monitor and document discipline concerns. Implement corrective actions required as a result of surveys or other indicators.
<ul style="list-style-type: none"> Meet regularly with industries, communities, provincial council and provide essential trainings. Chair and attend regularly scheduled departmental staff meetings, individual consultations with supervisor/supervisees, community heads, and industries. Identify service improvement opportunities that will better enable program/project to achieve its goals and objectives. Observe the program sessions and interact with participants for purpose of gaining consumer insight, growing and strengthening program knowledge, and optimising client satisfaction.
<ul style="list-style-type: none"> Support department in development and approval of new short courses, faculty payments, classroom coordination and evaluations Market RRMT programmes throughout Fiji. Any other duties deemed appropriate and assigned by the supervisor

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Depts to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.
- Dealing with difficult clients
- Handling sensitive information professionally.

6. AUTHORITY LEVEL

Operating Expenditure :

Capital Expenditure :

Others :

7. QUALIFICATION & EXPERIENCE

Essential:

- Post Graduate Diploma/Certificate with 2 years of relevant work experience OR Bachelor's Degree with 4 years of relevant work experience.
- Industry or community engagement experience.

Desirable:

- At least 6 months experience with Community Training.
- Must be willing to travel to rural, remote islands and communities.
- Have at least 2 years of teaching experience.

8. KNOWLEDGE & SKILLS

- Excellent organizing, planning and coordinating skills.
- Proven ability to multi-task
- High attention to detail
- Strong analytical, problem-solving time management, negotiation and administrative skills.
- Significant experience in providing administration functions in a fast-moving environment.
- Self-starter able to prioritize and manage a diverse and demanding workload within tight deadlines.
- Ability to deal with sensitive information in a confidential manner.
- Effective communication skills, both in writing and in person.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Supervisor and staff within the department	On a daily basis
Work closely with staff, College Deans and Directors	As and when required

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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 TO 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.