

**FIJI NATIONAL UNIVERSITY**  
**JOB DESCRIPTION**



**Position Title:** Technical Assistant in Construction

**Position Purpose**

The Technical Assistant is required to provide academic assistant to all TVET staff of the technical training division of NTPC by performing teaching or non-teaching-related duties, such as conducting practicals, developing teaching materials, maintenance and repairs of training equipment and preparing and giving assessments and examinations. The incumbent is also responsible to ensure that all activities associated with practical training and assessments are in readiness, with application of OHS principles constantly at work.

**Scope of Work**

The primary role of the incumbent is to assist in identifying, evaluate and suggest ways of improvement to existing methods of delivery. Creation of a better environment as well maintains confidentiality and OHS issues at all times.

The appointee will be required to assist all trainers in receiving, storing and issuing all training materials, and preparation of all practical training materials and equipment prior to the commencement of programmes. He/she will assist trainers in every way possible to ensure that programmes are conducted smoothly and also assist in the storing of training materials and equipment at the end of practical training.

**Organizational Relationships**

**Position Type:**

**Fixed Term Employment Contract**

**Reporting to:**

Director Industry Training (NTPC) through the Department Head(s), if any.

**Hours of Work:**

To carry out on average **28** contact hours of teaching per week, with the balance of the time to be spent on consultation with students and to participate in non-teaching activities associated with their professional role.

**Functional Relationships:**

1. Internal Contacts:

Head of Department, Head of School, Pro Vice Chancelor, Vice Chancellor, Director(s), Staff and students

2. External Contacts:

Industry, Ministry of Education, Students, School/Department Principals, NGOs and External Institutions/Universities

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**1.0 DUTY STATEMENT**

**Specific Duties & Responsibilities**

The specific duties and responsibilities of a Technical Assistant in the TVET stream of the University are:

- 1.1 **Teach/train and support academic staff** including clerical and instructional support in classrooms, preparing of educational resources for students, tutorial handouts, lessons plans, allowing senior staff to devote more time to lesson planning, conducting lectures and research. The teaching responsibilities are at the Certificate and Diploma levels in the programmes in the Department and/or School, and all courses in which the appointee's expertise lay throughout the University. This role also includes:
  - 1.1.1 Co-ordinate daily the provision of training assistance for students in consultation with the Lecturers/Trainer/Instructor.
  - 1.1.2 Liaise with all Students in relation to changes to schedules and programmes
  - 1.1.3 Maintain all records and meet all requirements of the Department/School and that of the College, where relevant regarding the programme offered
  - 1.1.4 Manage training resources available to tutors/trainers/instructors, ensuring effective systems for booking, returns, maintenance and recommendation for replacement of training equipment.

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- 1.1.5 Ensure essential records are kept and updated at all times
- 1.1.6 Act as a liaison person between the Department and Teaching Staff to ensure that Lecturers'/ Trainers training programme are collected and distributed
- 1.1.7 Maintain good communication with all departmental staff, ensuring correct and adequate information is passed on, and work as part of a team to create an enthusiastic, energetic efficient and supportive administration.
- 1.1.8 Perform housekeeping tasks such as putting the classroom/workshop in order; passing out Exam results, answer booklets, tutorial handouts; and preparing bulletin boards.
- 1.1.9 Assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
- 1.1.10 Provide evaluations and other reports as requested by the HOD
- 1.1.11 Assist students develop positive attitudes toward learning and studying, develop self-confidence, raise self-concept, and reduce anxiety or fear of failure in academic work.
- 1.1.12 Establish and maintain rapport with the assigned student(s).

1.2 **Research, Publication and Consultancy:** This is not an expected responsibility of Technical Assistants. If TAs are involved in this over and above their teaching/training responsibilities, their involvement shall be recognized in staff appraisal and review.

**General Duties & Responsibilities**

- 1.3 The general duties and responsibilities of a Technical Assistant in the TVET stream are:
  - 1.3.1 **Administration** of all activities 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.
  - 1.3.2 **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/College/University wide activities.
  - 1.3.3 **General Responsibility** to undertake all other duties as directed by the supervising officer, the Head of School, Director, or the Vice Chancellor.

**2.0 KEY RESULT AREAS AND KPIs**

Key Result Areas (KRAs)	Key Tasks	Key Performance Indicators (KPIs)
1.0 Recommends organizational or procedural changes affecting secretarial activities.	Changes which benefits the organization in terms of its goals and objectives .	Weekly
2.0 Maintain healthy and safe work practices and identifies and reports hazards or potential hazards.	Liaise with OHS representative on workplace OHS issues.	Quarterly
3.0 Prepare for, conduct, and supervise tutorials in accordance with instructions and guidance approved by the Head of School.	Conduct and supervise tutorial	Daily
4.0 Assess students work based on marking schedule approved by the head of training and deputy director.	<ul style="list-style-type: none"> <li>• Execution of practical in accordance with course outline.</li> <li>• Marking of student's theory assessment</li> <li>• Maintenance of records.</li> </ul>	At the end of each test when required.
5.0 Assist in stimulating the use of tools,	The stimulation of the three learner's domain	Daily

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<b>Key Result Areas (KRAs)</b>	<b>Key Tasks</b>	<b>Key Performance Indicators (KPIs)</b>
equipment, and materials in support of the presentation conducted by the teaching staff.	the cognitive domain, psychomotor and affective domain.	
6.0 Assist with the supervision of students during practical classes	Supervision of Students.	Daily
7.0 Provide consultation and counseling to students.	Consultation and counseling of students.	Daily or as and when required.
8.0 Undertake administrative tasks, consistent with the duties and responsibilities of the position delegated by the Head of training and deputy director.	Administrative duties	As and when required.
9.0 Provide technical assistance and suggestion regarding the adequacies of tutorial or practical sessions recommended for use.	Technical advice and suggestions	Weekly
10.0 Maintain all assigned work- related equipment in proper condition.	Maintenance of equipment	Daily
11.0 Enforce health and safety regulation, at all times , during tutorial or practical sessions and continue to pursue to identify work related aspects that pose potential health and /or safety risks in the designated and general work environment.	Identification of health hazard related risks in respective work areas.	Quarterly.
12.0 Actively participate in department and division productivity initiatives such as QC, 5S, toastmasters, etc	Active participating member of the department or division QC, 5S and toastmaster teams.	Completed QC project. 5S implementation in work area.
13.0 Compliance with ISO procedures.	Implementation of procedures.	Not less than 90% compliance.
14.0 Inventory management.	Control material and equipment so there is adequate training material and equipment for quality training delivery.	Adequate practical training material for all courses.
15.0 Training equipment calibration.	Calibrate relevant training equipment to operate within acceptable performance ranges.	Calibration done bi-annually.
16.0 Other related training activities.	Undertake any other related training development activity as instructed by the department head of training.	Successful completion of all activities.

### **3.0 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.

### **4.0 ACADEMIC PATHWAYS**

This JD lists the tasks required of an academic, however, you may be required to focus on certain areas depending on your chosen academic track i.e., Teaching & Research (TR) and Teaching, Scholarship, and/or Professional Practice (TSPP). In consultation with your supervisor, you will need to choose between these two tracks through the annual Performance Management Plan (PMP) exercise. You will be monitored for performance based on the chosen track.