

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 : Tenders & Records Coordinator

Grade : 2

Incumbent :

Division : Finance

Department : Management Accounting

Location : Nasinu Campus

Reports to : Chief Financial Officer through respective section heads

2. PURPOSE

The purpose of this position is to provide administrative support to procurement and payments department and assist with records management.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Team Leader Procurement

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

Assign requisition to procurement and payments department for processing in a timely manner after verifying all supporting documents.
Maintain record for management of accounting department through electronic and physical records.
- Verify records for procurement and payments department. - Ensure all purchase and payments record are registered properly in a register.
Provide administrative support to procurement and payments department such as opening bids and raising requisitions.
Ensure that records are easily retrieved upon request.
Archiving of requisitions and purchase orders on BANNER system when required.
Provide training to other departments on the process of raising requisitions.
Raise Personnel Requisition Form (PRF) when required and provide Exception Report to HR.
Assist the Tender and Contracts administrator in their day-to-day task.
Provide effective contribution and support to achieve team goals.
Any other duties assigned by the Supervisor from time to time.

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

Essential:

- Bachelor's Degree in Accounting OR Finance.

Desirable:

- Some experience in a relevant role will be of added advantage.

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.
- 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 deal with sensitive information in a confidential manner.
- Effective communication skills, both in writing and in person

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Finance, OVC, Audit, E&F, Library and Office of Registrar	Daily, Need basis/once a week

EXTERNAL	Frequency
Vendors	Weekly Delivery follow up on prepayment, Need basis Invoice follow up

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.