FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION

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	:	Student Industry Attachment & Placement Coordinator.
Incumbent	:	
Grade	:	5
College	:	College of Agriculture, Fisheries and Forestry
Department	:	CAFF General Office
Location	:	Koronivia Campus
Reports to	:	Dean CAFF through ADTVET and AD L&T.

2. PURPOSE

To coordinate, facilitate, monitor and report on industrial attachment and internship placements for students, ensuring that workplace learning opportunities align with academic requirements and industry needs.

A Student Industry Attachment Placement Officer also called Internship/Work Placement Officer is responsible for coordinating student industrial attachments, internships, and work placements with employers to ensure students gain practical workplace experience. Ensure that this component of their programme is successfully completed in coordination with their respective IA Programme coordinators. This position introduces, and establishes the link between the student's qualification and the industry.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Dean CAFF**

Works in collaboration with Industrial Attachment programme coordinators, Associate Deans of TVET (ADTVET) and Learning & Teaching (ADL&T), Heads of Departments, Heads of School, Farm Superintendent and SEO CAFF

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

Placement Coordination

- Coordinate, assign and secure suitable industrial attachment based on their field of study with schedules and documentation for all FNU/CAFF students.
- Oversee students for workplace attachments through orientation sessions and briefings
- Manage the logistics of academics for assessment visits, which include organize and arranging travel, accommodation for staff travelling for the assessment of the students
- Conduct and ensure checks on all organizations that are ready to receive students for industrial attachment
- Manage contact with key stakeholders in the field of Agriculture, Fisheries, Forestry and Animal Science developing relationships with employers, industry partners, and government agencies.
- Coordinate and organize with SEO CAFF Industry Advisory Committee Meetings
- Assist ADLT to implement SOPs for the Industrial Assessment through the Industrial Attachment Working Committee (IAWC)
- Provide reports and correspondence relating to Programme Industrial attachments to the SEO and/or Dean CAFF on the number of students in industrial attachment and where these students have been placed
- Provide monthly reports, including recommendations as to which areas the students could be sent for attachment and report where placements have been stopped.

Student Support

- Train students for applications, CV preparation, and interview arrangements and volunteering opportunities in conjunction with the Office of Learning and teaching
- Provide support during attachment periods in enrolling students and addressing student concerns
- Oversee with IA Coordinators student attendance and progress at placement sites.
- Liaising with sponsors

Employer Engagement

- Conduct regular visits to employer sites to monitor placements.
- Collect feedback from employers regarding student performance.
- Promote collaboration opportunities between the institution and employers.

Monitoring and Evaluation

- Track placement outcomes and maintain accurate records.
- Ensure all attachment requirements are met by students and employers.
- valuate Ethe effectiveness of placement programs.

Administration

- Manage student placement databases and records. agreements, contracts, and related documentation.
- Ensure compliance with workplace health and safety requirements.
- Assisting students as graduate trainees or as volunteers.
- Any other duties assigned to you by your supervisor.

Key Performance Indicators (KPIs)

- Number of students successfully placed.
- Employer satisfaction ratings.
- Student satisfaction ratings.
- Compliance with placement requirements and documentation.
- Growth in employer partnerships.
- Timely completion of placement reports and monitoring visits.

5. KEY CHALLENGES

- Competition from other universities on industrial attachment partner locations.
- Ensure 100% industrial attachment placement.
- Assessment of the students to ensure completion on a timely basis.
- Ensure that the placements provided are OHS compliant and not health hazardous for the students of CAFF

6. AUTHORITY LEVEL

Operating Expenditure ……

Capital Expenditure ……

Others ……...

7. QUALIFICATION & EXPERIENCE:

Essential:

- Bachelor's degree in Business Administration, Education, Career Development, or a related field.
- At least 5 years of experience in student services, training administration, recruitment, or industry liaison.

- Strong communication and relationship management skills.
- Experience in community outreach and aligning industry, community needs and the expected outcomes of the course.
- Excellent organizational and record-keeping abilities.
- Proficiency in Microsoft Office applications.

Desirable

- Experience working in a tertiary education, student guidance counselling or vocational training environment.
- Knowledge of internship, apprenticeship, or work placement programs.
- Experience, developing simple database for record keeping attachment information.

8. KNOWLEDGE & SKILLS

- Good Monitoring skills
- Being highly organized

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Students	Daily
Staff	Daily

EXTERNAL	Frequency
Stakeholders	Daily

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.