



HIGHER EDUCATION COMMISSION FIJI

JOB DESCRIPTION

JOB TITLE	Professional Officer – National Qualifications Implementation
DEPARTMENT	Operations and Quality Assurance (OQA)
DURATION	3 years
EMPLOYMENT STATUS	Full Time
LOCATION	22 Gorrie Street, Suva

1.0 Scope

This role is responsible for the management of competency-based training (CBT) and competency-based assessment (CBA) of National Qualifications (NQs). It is also responsible for monitoring the implementation of the Recognition of Prior Learning policy in HEIs delivering NQs.

This role reports directly to the Team Leader, Operations Quality Assurance and the Director.

2.0 KEY RESULT AREAS

Key Result Area 1: Administration and National Qualifications (NQs) Implementation Activities

- Act as point of coordination for HECF regarding all aspects of NQs Implementation.
- Review, implement and maintain policies and processes to ensure best practice.
- Manage the updates of all NQs Implementation activities.
- Collate information to enable KPI reporting for ABP and Strategic plans.
- Work with HEIs and other relevant stakeholders on NQs assessment and moderation.
- Understand CBT/CBA processes to ensure all HEIs comply with all relevant requirements.
- Maintain currency of knowledge in relation to assessment and moderation principles and practices.

Key Result Area 2: Management of NQs competency -based Training

- Facilitate uptake of NQs by HEIs through advocacy activities.
- Support HEIs develop programme of study using NQs.
- Facilitate audit to verify HEI capability and prepare audit report.

- Submit HEI application for approval by FQC.
- Monitor delivery of NQs.

Key Result Area 3: Management of NQs competency -based Assessment

- Support HEIs develop assessment and moderation policy.
- Facilitate training of trainers and moderators.
- Support HEIs develop assessment tools and conduct internal assessment moderation.
- Facilitate external moderation of all delivered NQs.
- Prepare report for submission to the FQC.

**Key Result Area 4: Monitoring of the Recognition of Prior Learning (RPL)/
Recognition of Current Competencies**

- Facilitate RPL capability development for HEIs
- Support HEIs develop RPL Policy, procedures and guidelines
- Support HEIs develop assessment tools.
- Monitor the implementation of RPL at HEIs.

**Key Result Area 5: Contribute to the development and execution of the
HECF Annual Business Plan**

- Assist colleagues and managers in the development of the Annual Business Plan.
- Seek out the expertise of other colleagues and units to support officer's work and offer support to others.
- Create opportunities to involve key stakeholders in the design, delivery and evaluation of our services and work programmes; and support and participate in those opportunities as they arise.
- Perform any other tasks/responsibilities assigned by Management.

Within the context of the Expected Result Areas described above, the incumbent will be required to:

<p>Demonstrate Accountability by:</p>	<ul style="list-style-type: none"> • Completing assigned tasks to agreed time-lines. (Guideline for self) • Accepting personal responsibility for the quality of their work and takes all appropriate steps to ensure that intended outcomes are achieved. • Taking personal responsibility for decisions within their delegation. • Acknowledging and correcting mistakes. • Making effective use of their work time. • Is not absent without reason and ensures their work can be covered during foreseeable absences.
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Support Teamwork by:	<ul style="list-style-type: none"> • Valuing all team members and promotes co-operation and good morale, creating a feeling of belonging. • Effectively working with people from different cultures and embraces the value that cultural diversity brings to the workplace. • Putting team success ahead of individual success. • Providing support to other team members when it is requested. • Taking charge when necessary to facilitate action or to making a decision but doesn't overstep their authority. • Looking to build their own expertise and share it with others. • Actively contributing to process improvement within the team.
Contribute to the organisation by:	<ul style="list-style-type: none"> • Promoting the values of the Fiji Higher Education Commission both internally and externally. • Acting professionally at all times in terms of personal integrity, confidentiality and respect for all colleagues. • Understanding how their work contributes to the success of the organisation in achieving its external strategy and KPIs. • being open in discussion about the ways in which processes can be improved across the Commission or ways in which organisational risks within their areas of expertise can be managed more effectively.
Take responsibility for general health and safety by:	<ul style="list-style-type: none"> • Taking responsibility for own health, safety and well-being and actively seeks to ensure the health, safety and well-being of others.
<p>Contribute and adhere to HECF's values on:</p> <ul style="list-style-type: none"> • Commitment to excellence in higher education and training • Commitment to exceptional services when aiding all our stakeholders • Integrity and transparency • Innovation and responsiveness for continued relevance • Lifelong learning for learners • Commitment to our people and their contribution 	

Relationships

- Directly responsible to: Director, Operations
- Functional and working relationships with:
 - i. OQA Staff
 - ii. Other HECF Managers and Staff
 - iii. Fiji Qualifications Council/Higher Education Commission
 - iv. High Education Institutions (HEIs)
 - v. External Moderators
 - vi. Other stakeholders

Budgetary Responsibility

- In consultation with the Team Leader and Deputy Director, assist in and monitor the usage of budgetary allocation for the sub-unit and give monthly updates to the Team Leader and Deputy Director Deputy Director. Assist in the yearly budgetary allocation for NQI sub-unit and submit to the Team Leader and Deputy Director Deputy Director, by July of every year.

Expected Outcomes

- Individual Work Plans: well developed and documented.
- Increased number of HEIs delivering NQs: Achieve the Target set in the Section/ABP Plans for the year.
- Monitoring of NQs assessment & moderation: Achieve the Target set in the Section/ABP Plans for the year.
- Monitoring of Recognition of Prior Learning process: Achieve the Target set in the Section/ABP Plans for the year.
- Effective and efficient processes noted from continuous improvement initiatives
- Improved customer services.

Key Selection Criteria

- A candidate for this position must possess a minimum of an undergraduate degree in a relevant field with an excellent administrative background, particularly around quality assurance. A post-graduate would be an advantage. He or she must know all significant facets of post-secondary education and higher education legislation. Evidence of successful work experience, a strong commitment to educational development, ability to work effectively with higher authorities and a capacity for fostering good relations and trust among colleagues are essential characteristics.
- Experience in policy development, assessment and moderation; and monitoring and reporting of development activities against set benchmarks will be an advantage.
- Other requirements for the post are teaching experience and the ability to adapt to the demands for the use of new technology, accuracy, attention to details and meeting strict deadlines.
- The candidate must possess good knowledge of post-secondary education. Evidence of successful work experience, a strong commitment to educational development, ability to work effectively with the Commission and the Fiji Qualifications Council and a capacity for fostering good relations and trust among colleagues are essential characteristics.

- The candidate must fulfil these responsibilities with integrity, upholding the mission, values and principles of the HECF, and striving to be excellent at all times.

Financial Authority (Yes/No)

Budget owner: No

Delegated Financial Authority as per HECF's Delegations Policy: No

Responsible for new employee hire: Support

People Management

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: Induction / Onboarding/professional development