



Tertiary Scholarships and Loans Service

“Building a Smarter Fiji”

26 McGregor Road
Fiji Nursing Association Building
Suva

Private Mail Bag
Government Buildings
Suva

Phone: 8921240
E-mail: mytsls@tsls.com.fj

TERMS OF REFERENCE FOR THE JOB EVALUATION EXERCISE

1.0 Background

TSLs is a Fijian Government statutory organization established in 2013 under the Tertiary Scholarship and Loans Act 2014 (“the Act”) to administer and implement all the Fijian Government and Donor Funded Tertiary Education Scholarship and Loans Scheme. TSLs is responsible for ensuring transparent and accountable management of government funding provided for tertiary scholarships and loans. In doing this TSLs focuses on achieving the best educational outcomes for Fiji and ensuring that funding spent on scholarships and loans will result in contributions to the Fiji economy and workforce.

2.0 Rationale

The Board approved for job evaluation of all positions except for CEO against the market rate benchmarked with public sector and statutory organizations in Fiji. The last market salary evaluation was done in 2017 for TSLs.

3.0 Objective

- i. To undertake a holistic salary review for all positions at TSLs except for CEO.
- ii. To review the current salary structure of TSLs against the Job description/Key Accountabilities
- iii. Conduct job evaluation on positions and provide a job banding system
- iv. Benchmark with relevant statutory organizations with public service as core function
- v. Provide salary structure options benchmarked against the Fiji Remuneration Survey data.

4.0 Specific Scope of Work

The detailed functions of the Job Evaluation Committee will be as follows:

- i. Prepare and present a detailed project plan to execute all the Job Evaluation Exercise.

- ii. Evaluate the current positions without being influenced by what the job is likely to be in future or what it may have been in the past.
- iii. Evaluate the position based on Job Description and not the position holder.
- iv. Get the detailed understanding of TSLs and its function before the Job Evaluation Exercise.
- v. Conduct meeting and discussion with staff, supervisors, management and CEO.
- vi. Schedule meetings to update the management in keeping with the scope of the exercise.
- vii. Conduct a Job Evaluation for all identified positions through data collection, analysis, and review.
- viii. Conduct job evaluation on positions and provide a job banding system
- ix. Benchmark with relevant statutory organizations with public service as core function
- x. Provide salary structure options benchmarked against the Fiji Remuneration Survey data.

5.0 Consultants Responsibility

- i. Collect all data and information, carry out the necessary sessions/meetings and discussions investigations to assist in the timely completion of the assignment.
- ii. Ensure appropriate qualified and experienced human resources are used to undertake the exercise.
- iii. Execute the evaluation services in accordance with the labour market laws of Fiji.

6.0 Duration

The duration of the assignment will be for a maximum of 1 month from the date of engagement.