



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

Secretariat Functions

Development of Human Capital Development Plan (10 Years)

TSLS Secretariat will provide services to TSLS and the Consultants for the review of the current and existing (2014) priority areas and consultations for the development of the new 10 year Human Resources Development Plan. The functions of the secretariat will be as follows;

- a. Provide overall secretariat functions for TSLS and the development of Human Capital Development Plan. Organize and record meetings, consultations and written submissions working with TSLS and the consultants.
- b. Organize logistics for the consultants based on their approved consultation plans.
- c. Draft and manage advertisements and communication for consultations meetings and collect and record written submissions. Draft agenda and meetings and papers as required.
- d. Draft actions plans based on any meetings and monitor and track the actions plans providing progress report to CEO of TSLS.
- e. Communicate with stakeholders as necessary working with TSLS and the consultants to ensure their participation in the consultation process.
- f. Liaise with the stakeholders prior to, during and post the consultants on collection or data, information or reports for TSLS and the consultants.
- g. Ensure budget requirements are monitored working with relevant resources within TSLS and provide necessary acquittals or information for the purpose of expense justifications and reporting.
- h. Ensure that all policies and procedures are adhered to all times.
- i. Ensure confidentiality of all matters of the secretariat in line with any policies and procedures and conformance to approved communication channels.
- j. Any other functions of the Secretariat as may be required by the CEO of TSLS, Oversight Committee or the Board.

Remuneration

The consultancy payment will be within the range of \$1500 to \$2500 per month based on experience and expertise. The person will work remotely (vastly) and will be in the TSLS Office for printing, calling and meetings. An internet modem, data and laptop will be negotiated within the range.