



Tertiary Scholarship & Loans Service

“Building a Smarter Fiji”

JOB DESCRIPTION – ADMINISTRATIVE OFFICER

IDENTIFICATION

Position Title: Administrative Officer

Position Number: TSLS 08

Location: Suva

Reports to: Manager Student Services

Supervised by: Manager Student Services

ORGANIZATION CONTEXT

In line with the theme of “Building a Smarter Fiji”, The Government announced a number of major initiatives that now ensure that every young person has access to tertiary education. The Prime Minister and Minister for Finance, Commodore Josaia Bainimarama stated in his 2014 budget speech that his Government has allocation funds for the provision of Tertiary Scholarships. Under the Tertiary Scholarships and Loans Scheme the following is being introduced:

- National Toppers Scheme
- Overseas Scholarships
- Tertiary Education Loans Scheme for New Students
- Tertiary Education Loans Scheme for Existing Tertiary Students
- Accommodation Support Scheme
- Scholarship Scheme for Students with Special Need

The new Scheme is consolidating all existing scholarships and loan schemes into one overall scheme under the responsibility and direction of the Tertiary Scholarships and Loans Service (TSLS).

KEY ACCOUNTABILITIES – ADMINISTRATIVE OFFICER

- Receive and consider applications for the following schemes administered by TSLS:
 - Tertiary Education Loans Schemes for New Students
 - Tertiary Education Loans Scheme for Existing Tertiary Students
 - Tertiary Education Loans Scheme for Employees
 - Tertiary Education Loans Scheme for Year 12
 - Accommodation Support Scheme
- Seeking approvals on applications from Supervisor
- Provide correspondence to student with regards to their application assessment status
- Issue Offer Letters to eligible applicants
- Issue confirmation letter to eligible applicants after assessing the accuracy and completeness

- Work with MSS in sending the tagging report to the HEI's
- Work with the HEI's on Enrolment reconciliations
- Liaise directly with the respective institutes with regards to individual student information
- Provide regular reports required by Management
- Ensuring database is updated with all relevant student data
- Liaise with students and resolve their queries or concerns
- Ensure all soft copy data is backed up on a daily basis.
- Supervise the TSLs Assistant when and as assigned
- Responsible for the security and confidentiality of student records
- Conduct term to term assessments and coordinate issuance of personalized probation and suspension letters
- Work with counselor on low performing students and send motivational guides and assistance
- Coordinate student services functions in conjunction with other personnel
- Work with MSS in submitting names to Immigration department for students under Bond
- Receipt and processing of change in particulars such as finance details, personal details, academic details.
- Ensure all documents are recorded in student's file as per checklist.
- Face to face services to students in any matters that they turn up to at discuss at TSLs Office
- Coordinate HEI stakeholder meetings at least one each academic term
- Issuance of regular advisories, media releases and important notices via TSLs website, FB, email blasts via HEI's and also direct emails blasts via HEI's and also direct emails blasts by TSLs
- Help with evaluation of the existing policies and procedures and ongoing reviews
- Organize publicity (school visits) and marketing of TSLs Schemes and Student Services
- Participate in Careers fairs, Careers Expo and any other government roadshows
- Participate in Radio and TV Shows
- Participate in CSR Activities and Team Building activities
- Assist in online chat and manage daily emails
- Create promotional materials like flyers, power point presentations, handouts for the TSLs Schemes and Student Service
- Assist with any other tasks assigned by the Management

Knowledge, Skills and Abilities:

Prepare, maintain and interpret statistical data; coordinate numerous students' services programs; develop/implement new programs and services; communicate effectively orally and in writing; establish cooperative working relationships with persons contacted in the course of performing assigned duties.