



## Join Our Senior Leadership Team

### Head - Skills Qualifications Scholarships & Grants

#### **Position Context**

The Head of Skills Qualifications Scholarships & Grants is a newly established position to administer increasingly growing number of Skills Qualifications (TVET) scholarship and grant schemes and sponsored students. The position will be part of Student Services section and will co-manage with Head of Higher Education Scholarships. The Head will oversee Skills Qualifications scholarships and grants including awareness, offers & agreements, confirmations and orientations for new recipients in relevant schemes.

The role requires obtaining list of academically 'At Risk' students and liaison with tertiary education institutions on remedial and learning support sessions. The Head will assess and recommend for probations and suspensions of students who do not pass rate or GPA as per agreement. The position will ensure efficient service delivery through Coordinators and Customer Service Officers to existing sponsored students on programme change, deferments, allowance issues and reinstatements as per policies. The role will manage staff and closely work with cross functional teams for service outcomes. Ensuring relevant compliance of TSLs 'Act' and regulations will be a priority in problem solving, monitoring and public advisory.

The Head will support CEO in strategic and operational implementation of policies, initiatives and activities.

#### **Key Responsibilities**

- Reporting to Chief Executive Officer (CEO), the Head is responsible for accountable administration of Skills Qualification regulations, scholarship and grant policies;
- Effectively and efficiently implement operational policies on Skills Qualifications scholarship and grant schemes;
- Provide management to customer care and develop solutions for more efficient service delivery;
- Promote and create awareness with relevant stakeholders with focussed attention to potential recipients and with existing sponsored on policy changes;
- Manage resources under care aligned to policies/ frameworks and standard operating procedures;
- Lead continuous stakeholder engagements, establish networks and develop prevailing relationships;
- Ensure regular monitoring and reporting of academic progress of students and timely notifications to underperforming students and facilitate learning support with Tertiary Education Institutions and Learning Enrichment Unit of TSLs;
- Regular awareness on schemes through visitations, radio, TV, newspaper and social media and
- Provide regular reports to the CEO and effectively implement decisions.

## **Qualification**

- A Master's degree in a relevant discipline such as, but not restricted to – education, business management, commerce, investment, economics, the social sciences, planning & development or public & international relations.

## **Experience**

- At least 5 to 7 years proven middle management to senior leadership level experience in a service oriented or tertiary education sector;
- Proven experience at operational planning and general administration including human resources;
- Effective interpersonal and business communication skills demonstrated through problem solving and cultivating positive relationships.
- Demonstrated experience in adapting and managing change and manage service delivery in a changing context;
- Proven experience of collaborative and collegial leadership and an ability to prepare high-level responses and reports.
- Sound experience in facilitating and leading continuous engagement with industry sectors and key stakeholders for organisational value adding and improvement outcomes

## **Attributes**

- Superior customer service skills and ability to manage divergent views;
- Excellent communicator, written and oral;
- Demonstrate integrity and conviction to ethical practice.

## **Added Advantage**

- Working knowledge of skills (TVET) qualification standards and development
- An understanding of quality assurance system in tertiary education sector

Attractive package will be negotiated with the successful candidate with a five (5) year contract. Market salary loading can be done to attract the best candidate.

Further information for the above position can be downloaded from TSLs website [www.tsls.com.fj](http://www.tsls.com.fj) or by contacting Ms. Ateca Daugunu on 8921240 or email on [adaugunu@tsls.com.fj](mailto:adaugunu@tsls.com.fj).

Applicants are required to send application via email to [jobs@tsls.com.fj](mailto:jobs@tsls.com.fj). Application should include a cover letter, Resume and response against the selection criteria.

Application closing on Sunday 25 August 2024. Applications must reach TSLs by 4.00 p.m.