



**Tertiary Scholarships  
& Loans Service**  
Empowering Fiji's Future

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## **EXECUTIVE LEADERSHIP OPPORTUNITY CHIEF EXECUTIVE OFFICER**

### **ORGANIZATION CONTEXT**

The Tertiary Scholarships and Loans Service (TSLS) is a Statutory Institution established under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement Government funded scholarship, study loan and grant schemes. TSLS is responsible for ensuring transparent and accountable management of Government funding. In doing this, TSLS focuses on achieving demand led human capital development outcomes for Fiji.

### **KEY RESPONSIBILITIES**

Reporting to the Board, the CEO is overall responsible for the leadership and management of TSLS in accordance with the Act and relevant legislation, regulations, and policies.

- **Policy Implementation & Operational Management:**
  - Effectively and efficiently execute Fijian government policies on scholarship schemes.
  - Coordinate scholarships established through development cooperation.
  - Recruit students for grants, scholarships and loan schemes in accordance with set criteria.
  - Facilitate timely payments to eligible Higher Education Institutions and students.
- **Resource Management:**
  - Manage human and physical resources aligned to TSLS policies and internal guiding documents.
  - Ensure excellent customer service to students and stakeholders.
  - Build a continuous engagement and improvement culture.
- **Monitoring & Reporting:**
  - Ensure regular monitoring and reporting of academic progress of students.
  - Notify underperforming students and facilitate learning support with Higher Education Institutions, as necessary.

- **Organisational Leadership & Communication:**
  - Develop and communicate the organisational vision.
  - Provide strategic vision, planning, advice, and leadership to the Board.
  - Recommend policies, schemes, programs, initiatives, and action plans consistent with the TSLS mission.
  - Report to the Board on the status of schemes, fiscal matters, and programme activities.
  - Bring matters of institutional governance to the Board for approval.
  - Recommend the composition of Board sub-committees and assist in the recruitment of staff.
- **Stakeholder Engagement:**
  - Liaise with internal government departments, international organisations, and industry bodies.
  - Represent TSLS as the spokesperson in communications with the media and public.
- **Additional Duties:**
  - Carry out any other duties related to the efficient and effective functioning of TSLS as directed by the Board Chairperson or Directors.

## Qualification

- **Academic Requirement:**

A Master's degree in a relevant discipline such as business management, education, commerce, investment, economics, social sciences, engineering, planning & development, public & international relations, or a related field.

## Experience

- **Management Experience:** At least 7 to 10 years of proven senior-level management and leadership experience in a service-oriented or tertiary education sector.
- **Executive Expertise:** Demonstrated experience in strategic and operational planning, human resource management, physical and financial resource allocation, and general administration with sound business acumen.
- **Interpersonal Skills:** Advanced interpersonal and consultative communication skills with a proven track record in improving organisational performance, establishing constructive relationships, coaching, mentoring, and facilitating talent development.
- **Stakeholder Engagement:** Proven ability to liaise and negotiate with senior government officials, organisational heads, industry bodies, and development partners.
- **Change Management:** Demonstrated experience in change management and service delivery in dynamic environments.
- **Technical Skills:** Excellent written and ICT skills, project planning and management capabilities, and the ability to prepare high-level reports.

## **Attributes**

- Superior customer service skills and ability to manage divergent views.
- Excellent communicator (written and oral).
- Strong strategic and analytical thinking.
- Demonstrated integrity and conviction as a leader.

## **Purpose**

Reporting to the Board of Tertiary Scholarships and Loans Service (TSLS), the CEO is responsible for:

- Implementing TSLS's mission.
- Providing both strategic and overall leadership for TSLS's schemes and operations.

The schemes include, but are not limited to:

- Masters & PhDs by Research Scheme
- Cost Sharing Overseas PhD Scholarships Scheme
- Merit Based Undergraduate Overseas Scheme
- Merit Based Postgraduate Diploma / Specialisation In-Service Overseas Scheme
- Merit Based Higher Education – Level 7 Local Scheme
- Merit Based Skills Qualification Scheme
- Students with Special Needs Scheme
- In-Service Scholarship Scheme (Public Sector)
- Higher Education (Level 7) With Minimum Cut Off Mark Scheme
- Skills Qualification Based on Offer Letter Scheme
- Industry/Employer Based Skills Qualification
- Hardship Assistance Scheme
- In-service Study Loan
- Micro-qualifications grants
- Graduate Business Start Up Grant
- Apprenticeship Grant
- All new schemes developed on scholarships and grants.

With collaboration and direction from the Board, the CEO is responsible for:

- Developing and communicating the organisational vision.
- Providing strategic counsel to the Board.
- Recommending policies, schemes, programs, initiatives, and action plans consistent with the TSLS mission.
- Reporting on the state of the schemes and fiscal and programme activities.
- Bringing governance matters to the Board's attention.
- Assisting in the recruitment of staff and Board sub-committee members.
- Supporting the recruitment, retention, and performance management of staff.

The CEO is also responsible for:

- Overseeing the administration of TSLS budgets and resources.
- Ensuring effective communication within the leadership team.
- Preparing impact-oriented reports and strategic plans.
- Establishing and maintaining effective relationships with internal and external stakeholders.
- Acting as the TSLS spokesperson to the media and public.
- Ensuring that TSLS students receive the support and services required for academic success.

Successful applicant will be offered an initial contract of three years with possible renewal based on performance. Attractive salary and benefits will be discussed and agreed with the successful candidate. Only shortlisted candidates will be contacted.

**Applications for this position must be addressed to “Chairperson of the TSLS Board” and submitted in an electronic format with cover letter and resume to the email [vacancyceo@tsls.com.fj](mailto:vacancyceo@tsls.com.fj). Hardcopies will not be accepted.**

**For enquiries, please contact Ateca Daugunu on [adaugunu@tsls.com.fj](mailto:adaugunu@tsls.com.fj).**

**Application closes at COB August 15, 2025.**