

JOB DESCRIPTION

MTCSME 71/2024: ASSISTANT MANAGER TRAINING, CO-OPERATIVE COLLEGE OF FIJI – DEPARTMENT OF CO-OPERATIVE BUSINESS

CORPORATE INFORMATION

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| 1. Position Level: | Band F |
| 2. Salary Range | \$22, 528.74 - \$28,883.00 (Step 1 – Step 4) |
| 3. Duty Station: | Lami |
| 4. Reporting Responsibilities | <p>a) Reports to: Permanent Secretary, through Manager Training and Director and Registrar of Co-operatives</p> <p>b) Liaises with: Directors, HODs, Government Agencies</p> <p>c) Subordinates: One (Clerical Officer)</p> |

POSITION PURPOSE

The position is responsible for the statutory functions of the Department, as stipulated in the Co-operatives Act 1996 and the promotion of the Co-operative's principles and business models. The position also provides technical and policy advice to the Permanent Secretary and Director and Registrar of Cooperatives, in regard to specific development needs and aspirations in the respective Division.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

- 1) Assist in undertaking the review of the Co-operative College of Fiji curriculum, training materials and conduct business process re-engineering to improve the effective and efficient delivery of training programs for co-operatives
- 2) Facilitation and compilation of the Annual Training Handbook that incorporates the prioritised training needs of Co-operatives;
- 3) Develop online trainings to be made available to Co-operatives;
- 4) Assist in the Registration of Co-operative College of Fiji (CCF) with Fiji Higher Education Commission;
- 5) Research administrative and management courses to meet training needs of Co-operative Businesses;
- 6) Compilation of monthly report on the activities which include evaluations of training courses conducted that take into account feedback from participants;
- 7) Monitor the performance of Co-operative development projects by establishing thorough reporting indicators and ensure projects are completed within the allocated budget and agreed timeframe;
- 8) Contribute and participate in the evaluation of Co-operatives to develop database of project successes and best practice, most significant change stories on projects in the selected sectors;
- 9) Provide mentoring and coaching to Co-operatives to build local capacity for understanding and connecting with markets; and
- 10) Provide reports on market assessment findings through regular market research, market monitoring and market information feedback for various sectors and commodities.

KEY PERFORMANCE INDICATORS

- 1) At least 10 targeted trainings and 10 awareness sessions undertaken
- 2) Submit online training materials and manuals
- 3) Submit research papers on trainings and improving CCF training capabilities
- 4) Submit 5 research papers on the improvement and development of co-operative industry

PERSONS SPECIFICATION

The applicant must possess a Bachelor's Degree either in Commerce, Economics, Public Sector Management, Development Studies or in any similar field or equivalent together with the following Knowledge, Experience, Skills and Abilities to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 3 years work experience in administering and delivering community-based projects;
2. Experience in policy or advisory work in the public/private sector;
3. Experience in dealing with trade and economic research, data modelling and policy development;
4. Understanding of the Co-operative model and other cluster models; and
5. Good knowledge of techniques for planning, monitoring and controlling programmes.

SKILLS AND ABILITIES

1. Excellent interpersonal, written and oral communication skills, with strong presentation and speaking skills;
2. Ability to work with a diverse team to achieve tasks with set resources;
3. Strong management, administrative, organisational and project management skills;
4. Ability to work in a challenging environment and willingness to work beyond the call of duty;
5. Ability to formulate and administer policies and initiatives; and
6. Sound business case development and approval skills.
7. Capacity to utilise computer programmes to support operations; and
8. Service oriented approach with a commitment to supporting the operational and corporate environment of the Ministry.

PERSONAL CHARACTER

All applicants for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.