



# CENTER FOR APPROPRIATE TECHNOLOGY & DEVELOPMENT (CATD)

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## **JOB DESCRIPTION:                   MANAGER CORPORATE SERVICES**

### **CORPORATE INFORMATION**

1. Position Level:     Salary Band G
2. Salary Range:     \$38,140.60
3. Duty Station:     CATD Nadave.
4. Reporting Responsibilities:
  - a) **Reports To:** DCATD
  - b) **Liases with:** CATD Staff & stakeholders
  - c) **Subordinates:** Direct: 5 Indirect: 40

### **POSITION PURPOSE**

The MCS acts as the immediate subordinate to the Director and heads the Corporate Unit and marketing of the Centre. The MCS is responsible for the day-to-day activities in relation to the CATD operation, preparation of annual budget, as well as monitoring of the Mission's performance against targets set in strategic and operational plans and preparation of reports including any other duties that may be assigned by the Director CATD.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following:

1. The MCS is the head of Corporate and Marketing of the Centre. The incumbent also conduct research work and assist in the development of the Centre, project planning, administration, supervision of staffs and all Human Resources matters.
2. The MCS is required to effectively and efficiently monitor the CATD Human and Financial Resources. He / She must ensure the development of a competent and motivated workforce and the provision of policy advice to the Director CATD including the coordination and application of Statutes and Regulations where applicable to the sector.
3. The MCS is required to exercise prudence and accountability in the management of the CATD finance and assets and adhere to the Fiji Higher Education Commission's reporting requirements. The focus on customer service and public relations is essential and must be a primary concern in the delivery of services.
4. The MCS is also required to facilitate and spearhead CATD's participation in Fiji Business Service Excellence Awards and must encourage all staff members culminating to award recognition annually.

5. The MCS prepares the annual budget, checks all payments due, monitor CATD performance against targets set in strategic and operational plans, preparation of annual and other reports including any other duties that may be assigned by the Director CATD.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

### **Coordination**

Ensure that all efforts in the administration of the CATD and the well-being of the iTaukei be pursued through Government and Donor Agencies and are properly coordinated in order to maximise the impact, minimise wastage of resources, and protect the people of Fiji from unnecessary exploitation.

### **Achievement of Government Goals**

By ensuring that whole of government (WOG) concerns are effectively co-ordinated through the established mechanisms and forums. Contribute to the success of Government by ensuring that any actions needed to expedite decisions or change direction are taken as and when required.

### **Financial System**

Ensures that the CATD assets are protected, properly accounted for and fully utilised through:

- implementation and control of financial and management policies
- co-ordination of budgetary and financial systems
- initiating actions where standards are not met, and
- monitoring expenditure against budgets.

### **Policy Advice and Support**

In partnership with strategic players, provide well-reasoned, well-researched, timely advice that will inform the development of sound policy to meet the CATD policy objectives.

### **Statutory Compliance**

Be responsible for the compliance of all CATD operation/activities to Government financial, human resource policy controls and requirements, rules, regulations and statutes.

### **Management Reporting**

Ensure the formal information and reporting requirements of statutes of the Government and the CATD are met in a timely and relevant manner.

### **Public Relations**

The development and nurturing of Smart Partnerships will ensure that partners are well informed and that a responsible and dynamic image is presented for the CATD in all its dealings. Special support to partners is outlined in the Dialogue Strategy and the Director is responsible for developing and maintaining excellent relations and representation with the Government and relevant bodies.

### **Community Involvement**

The MCS will actively promote and encourage the community and voluntary involvement and the provision of services for the greater well-being and good governance.

## **Person Specifications**

In addition to an Undergraduate Degree in Finance, Public Management, Business Administration or equivalent from a recognised institution with relevant work experience and with 3-6 years experience in a supervisory role, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

## **Knowledge and Experience:**

1. A thorough understanding of the Government Machinery Systems and Procedures.
2. Knowledge of Standard Operation Procedures and Governance Manuals within a Higher Education Institution as well as Service Provider in a Seminar/Workshop Facility
3. Knowledge of Corporate Management, IT, Human Resources, Financial Accounting System such MYOB and, Information Management would be advantageous.
4. Experience in financial budgeting, strategic planning, staff management and motivation.

## **Skills and Abilities**

- Excellent analytical skills, proven in almost any discipline.
- High-level oral and written communication skills.
- Strong people skills, self-confidence and the ability to relate and work with a diverse range of cultures.
- Demonstrated commitment to achieving equal opportunity policies and practices.
- Diplomacy and Etiquette Excellent Communication Skills
- Leadership Skills
- Budgeting and Financial Skills
- Report writing skills
- Driving Licence
- Project planning
- Teamwork skills
- Networking skills
- Computer literacy

Applicants for employment in the Center for Appropriate Technology & Development must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, 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 the duty.

The Center for Appropriate Technology & Development is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.