



Tertiary Scholarship & Loans Board

“Building a Smarter Fiji”

VACANCY

Chief Executive Officer (CEO)

The Tertiary Scholarship and Loans Board (TSLB) is a Fijian Government Institution established under the Tertiary Scholarship and Loans Act 2014 (“the Act”) to administer and implement all the Fijian Government funded Tertiary Education Scholarship and Loans Scheme. TSLB is responsible for ensuring transparent and accountable management of government funding provided for tertiary scholarships and loans. In doing this, TSLB focuses on achieving the best educational outcomes for Fiji and ensuring that funding spent on scholarships and loans will result in contributions to the Fijian economy and workforce.

Key Responsibilities

- Reporting to the Board, the CEO is overall responsible for leadership and management of TSLB consistent with the Act and relevant legislations, regulations and policies.
- Effectively and efficiently execute Fijian government policies on scholarships and loans schemes and coordinate scholarships established through development cooperation.
- Recruit students for scholarships and loans schemes in accordance with set criteria and efficiently facilitate payments to the eligible Higher Educations Institutions and students.
- Be responsible for managing human and physical resources aligned to TSLB policies and internal guiding documents.
- Ensure excellent customer service to students and other stakeholders and build a continuous engagement and improvement culture.
- Ensure regular monitoring and reporting of academic progress of students and timely notifications to underperforming students and facilitate learning support with Higher Education Institutions, where deemed necessary.
- Regular awareness on scholarships and loans schemes through community outreach programs
- Propose, recommend and provide regular reports to the Board and effectively implement decisions.

Qualification

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

Experience

- At least 7 to 10 years proven senior level management and leadership experience in a service oriented or tertiary education sector;

- Proven experience at an executive level in the areas of strategic and operational planning, human resource, physical and financial allocation and general administration with sound business acumen skills;
- Advanced interpersonal and consultative communication skills demonstrated through significant achievement in contributing to organisational performance improvement with the ability to establish and maintain constructive relationships, coach and mentor others for high performance and facilitate talent development;
- Proven ability in liaising and negotiating with senior Government officials, organisational heads, industry bodies and development partners;
- Demonstrated experience in change management and service delivery in a changing context;
- Proven excellent written and ICT skills, project planning and management, and an ability to prepare high-level responses and reports.

Attributes

- Superior customer service skills and ability to manage divergent views;
- Strategically and analytically strong;
- Demonstrate integrity and conviction as a leader;
- Excellent communicator and problem solver.

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

Applications for this position must be addressed to 'The Board Chairman' and submitted in an electronic format to the email vacancyceo@tslb.com.fj. Hardcopies will not be accepted. For enquiries, please contact Ms. Ateca Daugunu on hro@tslb.com.fj

Application closes at 5:00pm, Monday 19th July, 2021