



REGISTRAR'S OFFICE

Assistant Registrar

Ref: RO 03/11

The appointee must have as a minimum a Bachelor's degree, be computer literate with good knowledge of MS Word, Excel and PowerPoint, be fluent in written and spoken English, have strong negotiation and conflict resolution skills, excellent interpersonal skills and the ability to work with staff and students with diverse backgrounds, be able to work with little supervision, and a willingness to be transferred to other administrative positions to meet the University's needs. Experience in a higher education institution within registrar, admissions, student services or human resource would be an advantage. The duties of the appointee will be administrative including the servicing of committees.

The salary range for the above position is:

Assistant Registrar: F\$34,000 – \$43,000 per annum

Appointment is initially on a three year contract, renewable for a further three years subject to satisfactory performance.

In addition to the salary, the University pays 8% of salary towards superannuation.

The University also provides those appointed from overseas airfares for the appointee and spouse and up to two children who are not yet 18 years of age, a baggage allowance as assistance towards removal cost of personal effects and which may be claimed on the production of receipts, a settling-in allowance on arrival to assist the appointee with temporary accommodation while he or she looks for more permanent accommodation. These benefits may also apply to Fiji based appointees. There are conditions attached to these benefits. Candidates with exceptional attributes may be granted an appropriate salary loading.

Applicants must send their full curriculum vitae, certified copies of their academic qualifications and academic transcript as part of their application and address the criteria for the position they are applying for.

Please also show the following information in your application: the reference number of the position you are applying for, and the names and addresses (including email) of three professional referees, one of whom must be your current supervisor or immediate past supervisor. Please send your application to The Registrar, The University of Fiji, Private Mail Bag, Lautoka, Fiji, (email: titoi@unifiji.ac.fj) to reach him by the closing date.

The closing date for application is 9 December 2011