



**Fiji Teacher Registration Authority is the Secretariat to FTRB. FTRB is a government statutory body established to manage the registration of teachers in accordance to Fiji Teacher Registration Act 2008.**

**Applications are invited from suitable qualified candidates for the following vacancies at the Fiji Teachers Registration Authority (FTRA):**

Position	Core Responsibilities
<p><b>Manager Professional Standards (Re-advertised)</b></p>	<ul style="list-style-type: none"> <li>▪ Provide assistance to the CEO for all teacher registrations</li> <li>▪ Provide assistance to the CEO to develop, review and implement through wide consultation with relevant stakeholders a Professional and Competency Standard for Fiji Teachers that has to be specifically met by applicants who seek registration or renewal and a system to assess competencies of new and practicing teachers aligned to the Professional and Competency Standard.</li> <li>▪ Co-ordinate Induction Workshops for graduating teachers at the six Teacher Training Institutions in Fiji</li> <li>▪ Co-ordinate Orientation Workshop for all first year teacher training students at the six institutions in Fiji.</li> <li>▪ Be the lead on the Professional Standards and provide training and technical support to the team in the implementation of relevant sections of the FTR Act 2008.</li> </ul> <p><b>Minimum Qualification Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Post Graduate Diploma from a registered and recognized institution in Education and/or other related discipline (Masters in related discipline will be an added advantage)</li> <li>▪ Must have at least five years of experience in Senior Management role</li> <li>▪ Strong leadership qualities would be necessary</li> <li>▪ Must have proven capabilities to facilitate and co-ordinate large workshops at tertiary institution level.</li> <li>▪ Have a good knowledge of statutory body operations</li> <li>▪ Experienced in dealing with teachers and teacher training institutions will be an added advantage</li> <li>▪ Have good research skills</li> <li>▪ Ability to travel and work in remote areas as and when required</li> <li>▪ Experience in the field of Professional Registration would be an added advantage</li> <li>▪ <b>Salary Range - \$45,000 - \$65,000</b></li> <li>▪ <b><i>Submission Deadline: 23<sup>rd</sup> September 2022 – 4.30pm</i></b></li> </ul>

**Receptionist/  
Switchboard  
Operator**

The Front Desk Receptionist is our first impression to the world. We're looking for someone to provide support to the organization by performing a variety of duties to ensure FTRA meets or exceeds the expectations of our clients and internal team members. This position is ideal for a detail-oriented, organized, tech-savvy communicator.

- Master front desk phone system
- Serve as the gatekeeper for agency staff by fielding all incoming calls
- Oversee front desk and first impressions; professionally greet all guests
- Ensure office is running smoothly by performing daily administrative “housekeeping” tasks
- Prep office and conference rooms for client visits and team meetings
- Track inventory of assorted office supplies and FTRA business materials
- Inward mails which are received is placed in a file and forward it to CEO
- Registering of Inward mails in excel register (Renewals/New Registration/Return Letters) signature & date on vetting form.
- Excel entry of outward ID cards
- Vetting of applications which are received through courier or mails
- Receiving and registering of Police Clearance
- Search for police clearance for any new application. Maintain the police clearance records
- Unclaimed application –scan, vet and call applicants for their correct address re-do of the letter.
- Dispatch of Outward Mails and register in excel/dispatch book
- Scanning of mail receipts for evidence.
- Assist with coordination of FTRA Management events –Induction , orientation, Board meetings (Assembly and binding of reports and client proposals as needed
- Assist in Archival duties as and when required
- Other tasks as assigned

**Minimum Qualification Requirements**

- Must have relevant qualification in Front Desk Management/Switchboard and customer service,
- Knowledge to operate Microsoft App (Word & Excel).
- Demonstrated ability to carry out the defined responsibilities
- The contract duration is for 3 years with a 3 months’ probation.
- Excellent communication skills
- Dedicated, maintains confidentiality, be willing to work longer hours when required and able to work independently
- Have a good knowledge of statutory body operations
- Experience in the field of Professional Registration would be an added advantage
- **Salary Range - \$13,000 - \$18,000**
- ***Submission Deadline 23<sup>rd</sup> September 2022 – 4.30pm***

<p><b>Personal Assistant to the Chief Executive Officer</b></p>	<p>To facilitate the achievement of the CEO’s role and responsibilities by providing the necessary secretarial support.</p> <ul style="list-style-type: none"> <li>• Typing all official documents.</li> <li>• Answering and screening telephone calls.</li> <li>• Arranging appointments and screening visitors.</li> <li>• Composing Letters/Minutes/Memos.</li> <li>• Arranging Board Meetings and Papers</li> <li>• Assisting in supervision of CEO’s office.</li> <li>• Assisting in scheduling days’ activities and managing CEO’s calendar.</li> <li>• Providing secretarial and personal assistance to the CEO.</li> <li>• Make travel arrangements for CEO</li> <li>• Meeting logistics</li> <li>• Assist in the FTRA Registration process as the need arises</li> <li>• Carry out additional tasks assigned by the CEO.</li> </ul> <p><b>Minimum Qualification Requirements</b></p> <ul style="list-style-type: none"> <li>• Degree Level qualification in secretarial studies or a relevant field</li> <li>• <b>Excellent communication skills in English (Written &amp; Verbal)</b></li> <li>• Must be able to type 70wpm</li> <li>• Demonstrated ability to perform the responsibilities outlined above</li> <li>• Knowledge of statutory body operations will be an advantage</li> <li>• Ability to travel and work in remote areas with the CEO as and when need arises.</li> <li>• Experience in the field of Professional Registration would be an added advantage</li> <li>• Minimum: 5 Years PA work Experience</li> <li>• <b>Salary Range - \$20,000 - \$30,000</b></li> <li>• <b><i>Submission Deadline 23rd September 2022 – 4.30pm</i></b></li> </ul>
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**How to apply:**

Candidates are to submit a cover letter, curriculum-vitae, certified copies of relevant certificates and transcripts including three referees. You must also respond to each criterion as stated in the position description and explicitly state your eligibility.

Completed applications are to be e-mailed to:

[Vacancies@ftra.com.fj](mailto:Vacancies@ftra.com.fj)

**Ms. Sangeeta Singh**

**Chief Executive Officer**

**Fiji Teacher Registration Authority (FTRA)**

**Level 2 Harbour Front Building**

**Rodwell Road**

**Suva.**

*(Full Job Descriptions for the vacant positions can be made available upon request)*

***Late and incomplete applications will not be considered.***