



WELCOME TO OUR EXCITING OPPORTUNITIES

The Ministry of Youth and Sports is looking for talented, inspiring and committed individuals who can contribute and offer invaluable services to our stakeholders. If you know your interests lie in the areas of Sports and Youth Development, then you are the person we are looking for to fill the following positions:

VACANCY NO: 03/2019: DIRECTOR, YOUTH AND SPORTS & BUSINESS DEVELOPMENT

CORPORATE INFORMATION

2. Position Band : J
3. Salary Range: \$51,132.98 to \$65,555.10
4. Location: Suva
5. Reporting Responsibilities;
 - 5.1 **Reports to:** Permanent Secretary
 - 5.2 **Liases with:** Ministry colleagues, other Ministries, relevant Government authorities, the private, educational and non-government sectors
 - 5.3 **Subordinates:** Divisional Managers, Senior Coordinators,

POSITION PURPOSE

The position leads planning and policy formulation and the delivery of services to the youth sector (ages between 15 and 35) not currently in education, employment or training. Services currently include coordination of community-based training and basic skills development through training at five youth training centres (YTCs). This role will take primary responsibility for identifying core needs of youth, with a particular focus on 'at risk' youth, and developing the planning and service delivery framework to address these needs.

KEY DUTIES

The position will achieve its purpose through the following key duties:

1. Shaping the Ministry's planning, policies, procedures and outcomes to deliver quality and economical training to the Ministry's key constituency
2. Leading the non-formal education focus to coordinate and promote innovative and accredited training to meet the needs of Fiji's growing economy
3. Building key partnerships with stakeholders in the private, educational and non-government sectors as well as other Ministries to meet the Ministry's mandate in non-formal education
4. Ensuring the YTCs provide a range of training options including accredited and participatory courses providing an agreed return on investment, meeting agreed targeted operational days each year and developing commercial initiatives at the training centres
5. Investigating and implementing new and innovative business and training opportunities to support the development of the small, medium and micro enterprise sector
6. Promoting the direct or self-employment of youth, particularly trainees, by coordinating joint activities and support with other Ministries and the business sector
7. Ensuring the Ministry's programmes are actively promoted to and fully inclusive of Fiji's diverse society.

8. Assist the Permanent Secretary to manage and drive organizational change, improve people performance, yielding best outcomes for the Ministry.
9. Assist the Permanent Secretary to review existing Youth programs and policies

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Establishment of a quantitative evidence-base of the needs of youth, with a focus on 'at risk' youth, which will provide the foundation for planning and service delivery development
2. Development of youth outcomes for inclusion in the National Development Plan
3. Contemporary policies developed
4. All training programmes, training centres and trainers accredited with the Fiji Higher Education Commission or foreign equivalent
5. Youth training centres operating at full capacity, meeting agreed performance targets
6. At least five new business and training opportunities developed and implemented annually
7. Staff have a good understanding of the directions of the Ministry and their personal contributions to this direction leading to a high level of motivation, morale and positive team collaboration.
8. Assist the Permanent Secretary to drive and implement workplace culture change.

PERSON SPECIFICATION

The successful candidate will be a strong senior leader with analytical mind and will be able to think strategically. He/she will enjoy using their business development expertise to shape a new direction in the Ministry's non-formal education and skills training pathways. In addition to a minimum of a bachelor's degree qualification in business, public policy development and/or youth development (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to undertake this role successfully:

Knowledge and Experience

1. At least 5 years' experience managing a successful commercial or not-for-profit business, preferably in training or education, youth or supporting the unemployed to establish businesses or find work
2. Experience analysing and developing policies which have been successfully implemented preferably with Government, youth and/or community organisations
3. A track record of successfully creating realistic and implementable strategies, policies and plans in the business development arena
4. Demonstrated experience developing and implementing business plans to support innovative proposals successfully
5. Experience leading, managing, supervising and motivating professional staff to excel
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji
7. Sound knowledge of business development and youth policy and practice.

Skills and Abilities

1. Demonstrated ability to motivate staff, build and develop high performing teams in a multi-cultural environment
2. Demonstrated ability to identify business opportunities to support income generating projects in urban, peri-urban and/or rural environments making use data analysis
3. Demonstrated ability to achieve successful outcomes in a resource constrained environment
4. Demonstrated ability to develop networks among a diverse group of stakeholders to establish collaborative relationships
5. Excellent communication skills to present complex information in a clear and concise way
6. Demonstrated ability to persuade and influence others
7. Track record of producing and overseeing the implementation of project and operational plans.

Personal Character and Eligibility

Applicants for employment in the Ministry of Youth and Sports should be Fijian citizens, of good character, with a background that demonstrates their commitment to the public service values contained in the 2013 Constitution, under age 55, in good health, with a clean police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Youth and Sports is an equal opportunity employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

For Ministry's Application Form please visit our website: www.youth.gov.fj or email peni.vasuturaga@youthandsports.gov.fj

WHERE TO SEND YOUR APPLICATION

Applications should be submitted using the Ministry's Application Form, a 2 page covering letter, must include your curriculum vitae and the names of 2 referees. Applications should be marked with the specific vacancy number for the post for which you are applying and the title and sent either by post, or hand delivered, or email mys.recruitment@youthandsports.gov.fj no later than **4.00pm on 22nd March, 2019**

Please send to:
Ministry of Youth and Sports
G PO BOX 2448
Government Building
Suva

OR

Hand Delivery to:
3 Gordon Street
Nasoqo House
Suva

Please note that only shortlisted applicants will be contacted and the Ministry reserves the right not to make any appointment.