



JOB DESCRIPTION

Title	Director of Institute of Maritime Studies
Incumbent Name	
Institute/Department	Institute of Technology and Maritime Studies
Band	5
Category	Academic Management
Reports to	Dean of Institute of Technology and Maritime Studies
Location/Campus	Ranadi campus
Direct reports	Heads of IMS Departments

Summary of Duties

Reporting to the Dean of Institute of Technology and Maritime Studies, the Director is part of the management tier of the University. The position is a highly responsible position, responsible for the integrity of the academic programmes and services for the Institute of Maritime Studies.

Roles and responsibilities of the Director:

- Provide academic and professional leadership to the Institute
- Ensure that the programmes offered by the Institute are of high quality and always meet the standards of professional institutions and accreditation bodies.
- Develop and maintain links with relevant accreditation authorities within and outside Solomon Islands.
- Ensure that the programmes within the Institute are relevant to the industry, and meet the relevant human resource needs of the country.
- Ensure that all programmes within the Institute are regularly revised and externally reviewed within the provisions of the regulations of the University.
- Ensure that a vibrant research, publishing and consultancy culture is developed in the Institute, and mentor staff in research, publishing and consultancy.
- Direct and coordinate the activities of the heads of academic sections that fall within the Institute.
- Lead and be responsible for the preparation and approval of the Institute's annual budgets within the management and academic policies of the institute.
- Ensure that all sections and staff of the Institute operate within the policy framework of the University.
- Advise the Vice Chancellor and the University Senate on academic, administrative and financial issues relating to the Institute and/or affecting the Institute and the University.
- Undertake any related responsibility assigned by the Vice Chancellor to further the work and welfare of the Institute and the University.

Skills and attributes necessary in a Director include:

- Demonstrated academic leadership.
- Exceptional communication and interpersonal skills.
- A commitment to high performance, meeting targets, and the effective management of the Institute.
- Sound knowledge of the tertiary educational sector and the ability to raise the profile of the Institute within the tertiary education sector.
- Strong advocate of the Institute and its constituents.

- A solid record of performance within the area of Maritime teaching, research and publication.
- Outstanding record of research leadership.
- Excellent strategic vision and ability to manage operations of the Institute with a focus on its immediate, medium term and long term development.
- Demonstrated management experience at a comparable level in higher education institutions.
- Ability and commitment to working with a new team to build a new university.

Minimum Qualifications Requirements:

Relevant Masters degree with at least 6 years relevant industrial experience OR relevant high quality Post-graduate Diploma with 8 years post PGD relevant industrial experience OR a relevant high quality Bachelors Degree with at least 10 years post-degree relevant industrial experience. The University shall consider applicants with lower academic qualifications but with excellent hands-on Industrial experience in any of the areas which fall under the ambit of the Institute of Maritime Studies.

Terms and Conditions

The position of Dean is for three (3) years under an employment contract. The contract is renewable subject to good performance.



Terms and Conditions for Band 5 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$164,000 - SBD\$236,000 (note this may be reviewed and revised)
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Housing is provided either on University housing on campus or rental in the open market
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return Air-fares for employee and legal dependants to nearest port-of call of employee's home village or home country with travel assistance as approved by the University.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment and as specified in the contract of employment.

Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position