

### Vacancy

<b>Title</b>	Head of Training (Hospitality and Services Sector)
<b>Section</b>	Center for National Productivity, Professional Development and Life-Long Learning, Institute of Distance & Open Learning, and National Productivity
<b>Category</b>	Training/Professional
<b>Stream</b>	Training & Teaching Only / TVET
<b>Reports to</b>	Vice Chancellor through Institute Director and Centre Manager
<b>Location/Campus</b>	Honiara
<b>Summary</b>	The successful applicant will lead all short training in the hospitality and services section of the Centre. This includes developing and delivering courses in hospitality, community services, educational, child care, aged care, and health related vocations. The courses are to develop skills, competencies, and proficiencies which contribute to productivity improvements in enterprises, industry, government, and civil society. The HOT will also ensure the efficient and effective operations of the hospitality and services training section and maximum utilization of available resources to ensure course objectives are met fully.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Training Course &amp; Programme Development and Delivery</b>	Develop and implement the hospitality and social services training Strategic Plan and ensure that the annual operations and strategic business plans and goals are achieved. In this regard, the HOT shall ensure that the Centre responds fully and completely to meeting the gaps in hospitality and services skills, competencies and proficiencies of people already in the workforce. The HOT shall continuously identify new training opportunities and ensure that the human capital resources are up to date and current with the industry demands as well as identify emerging trends, technology, new courses, space, tools and equipment, and carry out industry consultations. He/she shall maintain high standards and quality of training programme development and delivery of all training in the section. The HOT shall ensure that workshops/labs and users comply with OH&S requirements. S/He may also be called to provide consultancy services to SI Industries. It is expected that the HOT shall conduct at least 80-person days of high-value end training per year.
<b>Administration &amp; General Responsibilities</b>	The HOT shall provide management support and advice to the Centre Manager and through this, the Senior Management Committee of the University. He/she shall be responsible for the day to day business decisions of the section, which includes management of trainers, equipment and facilities and provide inspirational and visionary leadership. The HOT shall also <ul style="list-style-type: none"> <li>• Control and manage expenses.</li> <li>• Ensure the proper implementation of marketing and awareness activities of training programs to the industry.</li> <li>• Ensure all course materials and equipment are up to date and current with the industry usage.</li> <li>• Ensure that the inter-departmental relationships are maintained.</li> <li>• Attend weekly operational review meetings with Centre Manager.</li> <li>• Monitor revenue and expenses on a weekly basis.</li> <li>• Ensure monthly revenue, participant and number of courses targets are met or exceeded.</li> <li>• Ensure all yearly targets are met as per the KPI's contained in the annual departmental plans.</li> </ul>

	The HOT is also expected to participate in University-wide activities commensurate with the roles and responsibility of a professional.
<b>Minimum Qualification &amp; Experience Requirement</b>	To be considered for this position, applicants must have: <ul style="list-style-type: none"> <li>• At least a Masters degree in Education or Services Sector related Social Sciences with at least 3 years of training experience in services sector professional development training <b>OR</b></li> <li>• A good quality Bachelor degree in any of the hospitality, nursing, medical or related areas with more than 5 years of direct industry experiences in the related field of work, <b>OR</b></li> <li>• A trade Diploma Hospitality or social services area with 10 years of industry experience in related field of works.</li> </ul>
<b>Knowledge, Skills, Experiences</b>	The following knowledge, skills and experiences are desirable for this position: <ul style="list-style-type: none"> <li>• Top quality demonstrated hospitality or social services sector competencies;</li> <li>• Experience in developing hospitality and/or services sector training courses and delivering them;</li> <li>• Excellent skills in People Management Processes;</li> <li>• Experience with training standards development and compliances;</li> <li>• Proficiency in qualifications frameworks and credit recognition systems;</li> <li>• Proficiency in Microsoft Applications (Visio, Word, Excel &amp; Power Point); and</li> <li>• Proven ability to work under pressure with minimum supervision, delivering results on target.</li> </ul>
<b>Salary and Benefits</b>	In the range SBD85,000 to 121,000. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) estimated to be at 4% of annual salary, a gratuity of 15% of annual Salary paid 6-monthly, partly furnished housing or a rental subsidy (equivalent to upto 15% of gross salary), and 7.5% of salary as the employer contribution to the national superannuation scheme. The University also provides a return air passage to the appointee's permanent home every 3 years to the staff, spouse and all dependent children below the age of 21 if residing full-time with the appointee. Successful applicants may also negotiate a financial target linked performance bonus scheme.
<b>Term</b>	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.