

Vacancy

Title	Head of Training (IT)
Section	Center for National Productivity, Professional Development and Life-Long Learning Institute of Distance & Open Learning, and National Productivity
Category	Training/Professional
Stream	Training & Teaching Only / TVET
Reports to	Vice Chancellor through Institute Director and Centre Manager
Location/Campus	Honiara
Summary	The successful applicant will lead all short training in the ICT section of the Centre. This includes developing and delivering courses in all areas of ICT. 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 ICT training section and maximum utilization of available resources to ensure course objectives are met fully.
Detailed Roles & Responsibilities	
Training Course & Programme Development and Delivery	Develop and implement the ICT 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 ICT 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, programmes and equipment, and carry out industry consultations. He/she shall maintain high standards and quality of training programme development and delivery of the all the training in the ICT Training section. The HOT shall ensure that labs and users comply with OH&S requirements. S/He may also be called to provide consultancy service to SI Industries. It is expected that the HOT shall conduct at least 80-person days of high-value end ICT training per year.
Administration & General Responsibilities	<p>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.</p> <p>The HOT shall also</p> <ul style="list-style-type: none"> • Control and manage expenses. • Ensure the proper implementation of marketing and awareness activities of training programs to the industry. • Ensure all course materials and equipment are up to date and current with the industry usage. • Ensure that the inter-departmental relationships are maintained. • Attend weekly operational review meetings with Centre Manager. • Monitor revenue and expenses on a weekly basis. • Ensure monthly revenue, participant and number of courses targets are met or exceeded. • Ensure all yearly targets are met as per the KPI's contained in the annual departmental plans. <p>The HOT is also expected to participate in University-wide activities commensurate with the roles and responsibility of a professional.</p>

Minimum Qualification & Experience Requirement	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • A Masters degree in Computer Applications and more than 3 years of direct industry experiences in the related field of work, OR • A good quality Bachelor degree in computer applications, with 5 years of industry experience in a related field of work. • Membership of or certification from a professional body/institution would be a distinct advantage.
Knowledge, Skills, Experiences	<p>The following knowledge, skills and experiences are desirable for this position:</p> <ul style="list-style-type: none"> • Top quality demonstrated computer application competencies; • Excellent skills in People Management Processes; • Experience with training standards development and compliances; • Proficiency in qualifications frameworks and credit recognition systems; and • Proven ability to work under pressure with minimum supervision, delivering results on target.
Salary and Benefits	<p>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.</p>
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>