

### Vacancy

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| <b>Title</b>   | Manager, Center for National Productivity, Professional Development and Life-Long Learning  |
| <b>Faculty/School</b>                                | Institute of Institute of Distance & Open Learning, and National Productivity   |
| <b>Category</b>                                      | Academic/Professional   |
| <b>Stream</b>  | TVET  |
| <b>Reports to</b>                                    | Vice Chancellor through Institute Director  |
| <b>Location/Campus</b>                               | Honiara   |
| <b>Summary</b>                                       | The successful applicant will lead the newly established Centre, which is responsible for developing and delivering courses that develop skills, competencies, and proficiencies and which contribute to productivity improvements in enterprises, industry, government, and civil society, and in this regard, meet the obligations of the University under s6a(11) of the SINU Act.   |
| <b>Detailed Roles &amp; Responsibilities</b>         |   |
| <b>Management</b>                                    | Develop and implement the Centre Strategic Plan and ensure that the annual operations and strategic business plans and goals are achieved. In this regard, the Manager shall ensure that the Centre responds fully and completely to meeting the gaps in skills, competencies and proficiencies of people already in the workforce. The Manager shall continuously identify new training opportunities and ensure that the human capital resources are up to date and current with the industry demands. He/she shall maintain high standards and quality of training programme development and delivery of the all the training Divisions of the Centre (Technical Training, ICT, Business and Management, Hospitality and Service). The Manager shall also provide management support and advice to the Institute and through this, the Senior Management Committee of the University. He/she shall be responsible for the day to day business decisions of the Centre. |
| <b>Training Course &amp; Programme Development</b>   | Ensure that industry is fully consulted on a regular basis in identifying training needs, and be responsible for developing all courses which meet these needs; the Manager shall also ensure that the courses so developed meet the academic and professional standards of the University for credit awards.   |
| <b>Administration &amp; General Responsibilities</b> | All responsibilities which go with management of a Centre aimed at improving enterprise, industry public sector and civil society productivities; building and maintaining excellent links and relationship with stakeholders, and management of staff. Manager is also expected to participate in University-wide activities commensurate with the roles and responsibility of a professional.   |
| <b>Minimum Qualification</b>                         | To be considered for this position, applicants must have: <ul style="list-style-type: none"> <li>At least a formal qualification at the Masters level.</li> </ul>   |
| <b>Knowledge, Skills, Experiences</b>                | The following knowledge, skills and experiences are necessary for this position: <ul style="list-style-type: none"> <li>At least 10 years direct experience with managing an extensive portfolio of training for Industry;</li> <li>At least 10 years of experience in short course development and delivery for industry in any of the following areas: Technical Training, ICT, Business and Management, Hospitality and Service;</li> <li>Excellent skills in People Management Processes;</li> </ul>  |

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|                            | <ul style="list-style-type: none"> <li>• Proficiency in development of Policies &amp; Procedures, and 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> | <p>In the range SBD164,000 to 236,000. 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> |
| <b>Term</b>                | <p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>   |