

Vacancy

Title	Training Assistant (Finance, Management & Productivity)
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 deliver basic short training courses in Finance, Accounting, Auditing, Quality Management, or Business Development to Solomon Islands' industry, public sector, and non-government sector employees.
Detailed Roles & Responsibilities	
Training Course Delivery	The TA delivers selected training courses under guidance of the training officer, monitors the market and seeks new opportunities for training in finance, accounting, auditing, quality management, and business development. It is expected that the TA shall conduct at least 80-person days of training per year.
Administration & General Responsibilities	The TA shall be responsible for all administrative work related to the training allocated to him/her. The TA shall ensure that all labs and equipment are in good order, and all training materials in the section are ready for all training courses. The TA is also expected to participate in University-wide activities commensurate with his/her roles and responsibilities.
Minimum Qualification & Experience Requirement	To be considered for this position, applicants must have: <ul style="list-style-type: none"> • A good quality Bachelor degree in Finance, Accounting, Auditing, Quality Management, or related field. Applicants with work relevant work experience would have a distinct advantage.
Knowledge, Skills, Experiences	This is an entry position. The applicant must exhibit abilities and aptitude to grow in the training section of the University.
Salary and Benefits	In the range SBD46,000 to 70,000. 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.
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.