

Vacancy

Title	Training Assistant (Hospitality and Services Sector)
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 hospitality or community services as per the applicant's expertise, and ensure that all support services for hospitality and social services training are in order.
Detailed Roles & Responsibilities	
Training Course Delivery	The TA delivers all training courses under guidance of the training officer, monitors the market and seeks new opportunities for training in hospitality industry and community services sector.
Administration & General Responsibilities	<p>The TA shall be responsible for all administrative work related to the training allocated to him/her. The TA shall</p> <ul style="list-style-type: none"> • Prepare a weekly facilities utilization timetable. • Ensure the availability of tools, equipment and materials for each practical class. • Ensure safety requirements are adhered to. • Undertake facilities development • Maintain proper records of equipment. • Maintain housekeeping. • Maintain a record of all minor and major accidents in the workshop. • Assist Training Officer during Practicals. • Assist Training Officers in Conducting General & Supportive courses in the related field of work. <p>The TA is also expected to participate in University-wide activities commensurate with his/her roles and responsibilities.</p>
Minimum Qualification & Experience Requirement	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • A Diploma in Hospitality, or Culinary Arts or in a relevant community service area (nursing, paramedical, child care, elderly care, etc), or • A Trade Certificate 4 in any of the hospitality or community services areas (listed above) and 5 years of relevant industry experience.
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.