

### Vacancy

<b>Title</b>	Training Assistant (Technical Training)
<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 deliver basic short training courses in technical training in the field of the applicant's expertise, and ensure that all support services for technical training are in order.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Training Course Delivery</b>	The TA delivers selected training courses under guidance of the training officer, monitors the market and seeks new opportunities for training in technical skill areas.
<b>Administration &amp; General Responsibilities</b>	<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"> <li>• Prepare a weekly workshop/laboratory utilization timetable</li> <li>• Ensure the availability of Tools, Equipment and Material for each practical class</li> <li>• Ensure safety requirements are adhered to in the workshop</li> <li>• Undertake workshop development</li> <li>• Maintain proper records of tools machines and equipment</li> <li>• Maintain housekeeping in the workshop</li> <li>• Maintain a record of all minor and major accidents in the workshop.</li> <li>• Assist Training Officer during Practicals.</li> <li>• Assist Training Officers in Conducting General &amp; Supportive courses in the related field of work.</li> </ul> <p>The TA is also expected to participate in University-wide activities commensurate with his/her roles and responsibilities.</p>
<b>Minimum Qualification &amp; Experience Requirement</b>	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> <li>• A Diploma in any of the technical skill areas (building trades, mechanical engineering, nautical studies, marine engineering, electrical &amp; electronics, automotive engineering, civil engineering) and 3 years of relevant industry experience, or</li> <li>• A Trade Certificate 4 in any of the technical skill areas (listed above) and 5 years of relevant industry experience.</li> </ul>
<b>Knowledge, Skills, Experiences</b>	This is an entry position. The applicant must exhibit abilities and aptitude to grow in the training section of the University.
<b>Salary and Benefits</b>	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.
<b>Term</b>	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.

