

Vacancy

Title	Training Officer (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 do market research, and develop and deliver courses in Hospitality and Services Sector as determined by the Head of Training (Hospitality and Services Sector), to enhance skills, competencies, proficiencies and productivities in enterprises, industry, government, and civil society.
Detailed Roles & Responsibilities	
Training Course & Programme Development and Delivery	<ul style="list-style-type: none"> • Ensure that the Centre responds fully and completely to meeting the gaps in hospitality industry and services sector of the country. • Continuously identify new training opportunities and ensure that the human capital resources are up to date and current with the industry demand • Identify emerging trends, technology, new courses, space, programmes and equipment, and carry out industry consultations. • Maintain high standards and quality of training programme development and delivery of the all the training in the TO's expertise. • Prepare Training plans and assessments transcripts; • Prepare teaching/learning materials relevant to the course contents; • Contact participants regarding confirmation and fees; • Prepare assignments, revision tests, final examination papers and practical projects relevant to the course together with model answers and marking schemes; • Provide professional guidance and skills training to course participants; • Demonstrate and illustrate clearly the step by step procedures necessary to accomplish the task; • Ensure that trainees observe and practice safety precautions in accordance to the OHS Act and Regulations; • Provide counselling to enhance achievements during the training programme; • Perform all other duties assigned by the HOT/Manager that will improve the quality of the training programme. <p>It is expected that the TO shall conduct at least 100-person days of training per year.</p>
Administration & General Responsibilities	The TO shall provide management support and advice to the HOT (Hospitality and Services Sector), be responsible for the day to day training activities allocated to him/her, and carry out all associated administrative responsibilities. The TO is also expected to participate in University-wide activities commensurate with the roles and responsibility of a professional.
Minimum Qualification & Experience Requirement	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • A Master's degree in Hospitality, Education, Nursing, medical or related area, OR • A Bachelor's degree in Hospitality, Nursing, medical or related area, with 2 years of industry experience in the related field of work, OR • A trade Diploma in hospitality or community services areas with 5 years of industry experiences in related field of works, OR

	<ul style="list-style-type: none"> • A trade Certificate 4 in hospitality or community services areas with 7 years of industry experiences in the 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"> • Quality demonstrated competencies in any area of hospitality or services sector; • Experience in developing training courses and delivering them; • Excellent skills in People Management Processes; • Experience with training standards development and compliances; • Proficiency in qualifications frameworks and credit recognition systems; • Proficiency in Microsoft Applications (Visio, Word, Excel & Power Point); and • Proven ability to work under pressure with minimum supervision, delivering results on target.
Salary and Benefits	<p>In the range SBD62,000 to 93,500. 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>