

Vacancy

Title	Training Officer (Finance, Business 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 do market research, and develop and deliver courses in Finance, Business Management & Productivity, including Accounting and Auditing, as determined by the Head of Training (Finance, Business Management & Productivity), 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 business management, quality management, finance, accounting, auditing and related areas for the industry, government and non-government sectors 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 (Finance, Business Management & Productivity), 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 Masters degree in Finance, Accounting, Auditing, Economics, Quality Management or related field, OR

	<ul style="list-style-type: none"> • A good quality Bachelor degree in Finance, Accounting, Auditing, Economics, Quality Management or related field, with 2 years of industry experience 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 accounting, auditing, economics, quality management or related field; • 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>