



# National University of Vanuatu

## Job Description and Specification



### Job Title Senior

### ICT diploma coordinator (Senior Tutor / lecturer)

#### Background

The National University of Vanuatu (NUV) was established in January 2020. Located in Port Vila, its purpose is to provide higher education advancement and lifelong learning through academic and professional excellence by way of training, teaching and learning in both English and French languages, research and international co-operation.

The National University of Vanuatu will be offering a diploma in ICT starting in 2025.

*An Information and Communications Technology (ICT) Training Needs Assessment* was conducted in 2020 and completed by the *Review feasibility study and analysis* at the end of 2021.

The ICT diploma will address and focus on the areas of high priorities to provide qualified workforce for Vanuatu ICT sector:

- Full Stack Developer
- Network Technician
- User support specialist
- Technician Support / IT Technician

#### Reporting To

Deputy Vice-Chancellor

#### Work closely with

- ICT department
- SASS
- Language Centre

Any stakeholders involved in the implementation of the ICT diploma

#### Job Purpose

To coordinate and further develop all aspects of the ICT Diploma (50%) and teach Diploma courses (50%)

#### Position Summary

The position is to effectively coordinate the teaching and learning needs for the ICT diploma and program, coordinate the lecturers closely with the program; adviser and work with all NUV departments.

#### Key Responsibilities – Detailed Listing

The coordinator will have to

- Become knowledgeable and familiar with NUV's strategic directions, mission, structure, and academic regulations (once developed)
- Become fully familiar with NUV ICT Diploma feasibility study and approved framework
- Coordinate his/her work plan with NUV business plan.

	<ul style="list-style-type: none"> <li>• Work closely with the IT program advisor</li> <li>• Serve as ICT Diploma lecturer: effectively teach at least 2 ICT diploma courses per semester</li> <li>• Coordinate and lead the lecturers recruitment process, working closely with the HR department and the finance department (payroll), take part in the induction program for the lecturers</li> <li>• work with DVC, SASS, and other relevant staff supporting and ensuring that all academic policies for the diploma are developed, are up to date and implemented, including admissions policies, academic integrity policies, student conduct and discipline policies</li> <li>• co-ordinate the preparation of contents of the program according to the approved in principal description (2022) for the whole diploma</li> <li>• ensure that lecturer’s support systems including Moodle and Turn-It-In are properly functioning and training is provided to lecturers and students when needed</li> <li>• work with the Language centre to develop appropriate tests, support systems for students, including admission tests;</li> <li>• represent the ICT diploma program at relevant meetings, forums and conferences;</li> <li>• assist students in PIX certification;</li> <li>• support all lecturers and students in accessing and using to its capacity the Moodle platform.</li> <li>• Advocate for equity and disability access for all students to NUV ICT program</li> <li>• Develop contract proposals with the HR department for the ICT diploma lecturers and developers</li> </ul>
<b>Critical Competencies</b>	<ol style="list-style-type: none"> <li>1. <i>Strive for excellence, with communication, respect, inclusiveness and teamwork</i></li> <li>2. <i>Contribute to NUV’s development, with innovation, leadership and quality focus</i></li> </ol>
<b>Qualifications &amp; Required Experience</b>	<p>Master in ICT or relevant Professional qualification in ICT and</p> <p>Teaching or training experience (2 yrs) or a relevant experience in tertiary or secondary Academic management</p>
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>➤ An analytical, practical and creative thinker and be able to make decision at whatever condition and nature of work</li> <li>➤ A team player</li> <li>➤ Cultural understanding of Vanuatu and the Pacific</li> <li>➤</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Familiarity with Donor Partners processes</li> <li>➤ Demonstrated the ability to motivate and promote collaboration among diverse team and team members.</li> <li>➤ People oriented, inclusion oriented and results driven</li> <li>➤ Excellent written, oral and interpersonal skills and ability to communicate effectively with international stakeholders</li> </ul>
<b>Language</b>	Fluent in English or/and French - Bislama desired
<b>Terms and Conditions of Employment</b>	<p>three-year local contract</p> <p>Annual salary: VUV 5,000,000 - VUV 5,900,000 based on qualification and experience, per year + 25% benefit.</p> <p>The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language or disability.</p>
<b>Selection Methods</b>	<p>Apply before <b>August 5 2024 at 5 pm</b> by sending a cover letter, CV, curriculum samples <a href="mailto:christelle.thieffry@univ.edu.vu">christelle.thieffry@univ.edu.vu</a></p>