



National University of Vanuatu

Expression of Interest for a *Project Manager consultant*

NUV Grading and Attendance Digitalisation (NGAD) project

Mission Purpose	The Project Manager Consultant will be responsible for defining and implementing the NUV Grading and Attendance Digitalisation (NGAD) Project , ensuring the successful transition from manual processes to a fully digital workflow.
Context	The National University of Vanuatu (NUV) is a young institution currently managing most of its academic processes manually. The university aims to digitalise its systems, with a particular focus on tracking students' academic progress—from attendance monitoring to transcript generation. NUV currently operates two key software platforms for this transition: <ul style="list-style-type: none">- Moodle (Learning Management System - LMS)- OpenSIS (Student Information System - SIS)
Time of the mission	From April to December 2025 Estimated 40 hours of work
Project main objectives	The main objectives of the NGAD project are to: <ol style="list-style-type: none">1. Implement a fully digital workflow for student grading and attendance tracking, ensuring a seamless process from class participation to transcript generation.2. Train faculty and staff to ensure full adoption of Moodle and OpenSIS for grading and attendance management.3. Align with NUV's Academic Regulations by collaborating closely with the Academic Regulations Development Team.
Key Responsibilities	The Project Manager Consultant will: <ul style="list-style-type: none">• Define the grading and attendance process to be implemented within Moodle and OpenSIS in coordination with all stakeholders.• Identify and specify any necessary software developments for OpenSIS.• Configure and align both applications to meet the defined academic processes.• Coordinate project execution with faculty, staff, IT teams, and administration.• Organise the phased deployment, starting with a pilot program before scaling up to all NUV schools for full implementation by the 2026 academic year.• Provide training sessions for faculty and staff, ensuring adoption and effective use of the new digital tools.• Report regularly to management on progress, challenges, and key milestones.
Critical Competencies	<ul style="list-style-type: none">• Project and change management experience• Strong understanding of academic processes• Ability to analyse, adapt, and communicate effectively• Excellent collaboration and training skills• Strong communication skills
Special Skills	Experience with Moodle and OpenSIS is highly desirable.
Language	Fluency in English – bilingual in French preferred. Knowledge of Bislama is an advantage.
Reporting To	IT Manager/Student Academic and Support Services Manager

**Selection
Methods**

Send your interest before March 28th by sending a cover letter and CV to itsupport@univ.edu.vu