

FORM 5.5.05A
POSITION DESCRIPTION

IDENTIFICATION

Position Title: Head, College of Continuing Education & TVET **Position Number:** LPT031

Section: Pacific Technical and Further Education (Pacific TAFE)

Department: Pacific Technical and Further Education (Pacific TAFE)

Location: Statham Campus, Suva

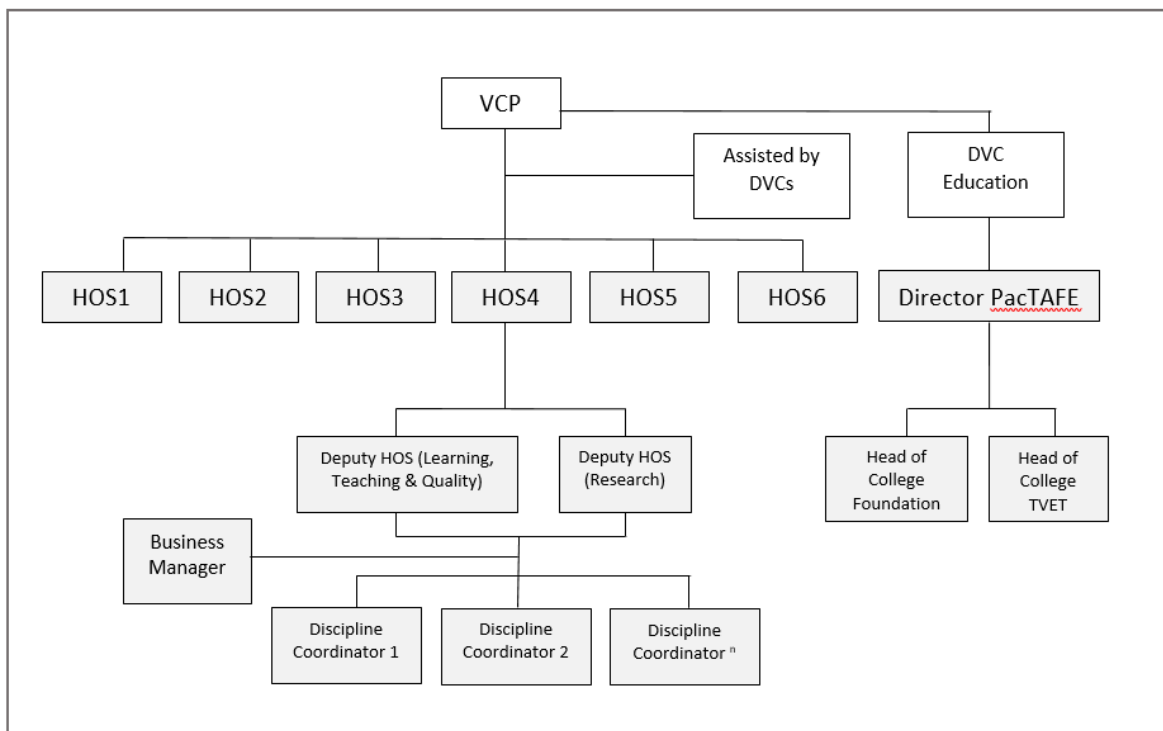
Category: Professional Grade: Professional Band 4: \$89,505.79 - \$109,648.44

Current Incumbent: None **Date of substantive appointment:**

Reports to: Director Pacific TAFE

Supervised by: Deputy Vice-Chancellor and Vice President [Education]

ORGANIZATION CONTEXT: Pacific Technical and Further Education (Pacific TAFE)



Awaiting approval by Council.

PURPOSE

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view:

The Head of the College of Continuing Education and Technical and Vocational Education and Training (CVET) is expected to possess a deep understanding of the needs of the University's member countries and technical and vocational education and training in the Pacific.

This individual will take a leading role in helping develop and implementing innovative and collaborative strategies to meet the University's commitment to providing education for all. The appointee will oversee the growth and development of accessible, high-quality programmes tailored to the unique requirements of Pacific Island nations.

Collaboration with local industries and governments will be essential to ensure that the curriculum remains relevant and responsive to the labor market, thereby supporting economic development and empowering communities throughout the region. In this role, the Head of CVET will lead a team of educators to deliver meaningful and practical vocational and learning programs at the College. This position is vital for enhancing the skills and knowledge of students, staff, parents, and the wider community, aligning with our vision of inclusive learning.

The Head of College of CVET will champion the integration of digital learning technologies and blended learning approaches to enhance accessibility, flexibility, and student engagement via competency-based approach to assessments. A key focus will be on fostering employability, lifelong learning, and preparing students for sustainable careers. The role also involves ensuring compliance with international quality standards and expanding the visibility of Pacific TAFE as a regional leader in vocational education.

NATURE AND SCOPE

This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts.

The appointee:•

Requires a Master's Degree in in Education, Business or related field;

- At least three years of management experience in the provision of accredited Continuing & Community Education and Professional Development;
- Has good regional and international network;
- Experience in people management
- Must be an accredited trainer;
- Experience in marketing and promotion; and
- Strong communication and interpersonal skills.

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POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly:

- Manager Workforce and Development Training Unit (WDTU)
- Consultants, Facilitators, Part-time Facilitators and Markers for CVET programmes
- Secretary for College of CVET

Indirectly:

Total Level of Cost: None

Limits of Authority:

Financial: \$30,000

Key Relationships /Internal and External Contacts:

<p>External</p> <ul style="list-style-type: none"> • Business Organisations, government entities/departments • Organisations procuring trainings from Pacific TAFE • Registered Training Organisations (RTOs) , apprenticeship providers, educational institutions, Vocational Education Providers/Institutes • Students/ Short Course Participants • 	<p>Purpose of contact</p> <ul style="list-style-type: none"> • Understanding industry requirements and the type of trainings needed to boost capacity. • Promotion of trainings, in-house presentations and trainings • Provide training quotations and discounts • Information sharing • Accomplishment of Pacific TAFE responsibilities
<p>Internal</p> <ul style="list-style-type: none"> • Director Pacific TAFE • Team Members and Colleagues • Human Resources (HR) • Cross Functional Team • Peers in other Departments • Subordinates • • 	<p>Purpose of contact</p> <ul style="list-style-type: none"> • Collaboration, performance and contribution to team goals • Managing employee development, performance reviews, training and staff related issues • For finance, marketing, IT - related issues • Managing subordinates workload, and staff related matters • Information dissemination • For assistance purpose in service delivery

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
<p>1. Management</p> <p>1.1 Manage current staff and recruit new ta talents</p>	<p>1.1 Excellent staff performance with no customer complaints.</p>

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<p>1.2 Recruit and manage part time training consultants.</p> <p>1.3 Manage relationship with external training partners/facilitators.</p> <p>1.4 Manage project trainings.</p> <p>1.5 Manage physical resources and assets.</p> <p>1.6 Manage all WDTU Trainings.</p>	<p>1.2 Welfare of staff attended to and high staff morale.</p> <p>1.3 Quality training consultants recruited and excellent student feedbacks.</p> <p>1.4 No or minimal complaints and trainings facilitated as per partners satisfaction.</p> <p>1.5 All project trainings and assessments completed satisfactorily.</p> <p>1.6 No misuse of resources and proper care of inventory.</p> <p>1.7 Trainings completed with student satisfaction.</p>
<p>2Promotion & Marketing</p> <p>2.1 Develop the WDTU Training Calendar</p> <p>2.2 Develop a marketing plan.</p> <p>2.3 Conduct Industry Visitations s.</p> <p>2.4 Marketing materials.</p>	<p>2.1 Training Calendar published by January of every year.</p> <p>2.2 Marketing Plan and Budget approved</p> <p>2.3 cContinuous visits, targeting at least(30 organizations per year).</p> <p>2.4 Brochures, flyers, banners prepared by January of the year.</p>
<p>3.naces Fi</p> <p>3.1 WDTU Annual Plan to achieve financial projections.</p>	<p>3.1 Financial target achieved.</p> <p>3.2 Generated profits</p>
<p>4. New Initiatives and Diversification</p> <p>4.1 Develop new income-generating initiatives.</p> <p>4.2 Expand the trainings in the region.</p> <p>4.3 Diversify programme/training offerings.</p>	<p>4.1 Two new training projects either through bid or with international partner per year.</p> <p>4.2 Convert at least 5 courses in the year on online mode and offer at least 10 courses face to face in the regional campuses.</p> <p>4.3 Add new short courses (5 per year).</p>
<p>5. Any other administrative duties</p> <p>5.1 Attend to duties assigned by the Director Pacific TAFE or Management for new business development and business improvement.</p>	<p>5.1 New initiatives and business improvement planned developed and approved.</p>

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<p>5.2 Represent the Executive Head/Pacific TAFE in meetings</p>	<p>5.2 Industry Advisory Committee convened as per TOR.</p> <p>5.3 Attendance record and evidence of increased WDTU business network.</p>
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TERMS & CONDITIONS

Salary: \$89,505.79 - \$109,648.44

Length of Contract: 3 years

Gratuity and Allowances:

Other Benefits:

1. Laptop
2. Smartphone with voice and data

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • A Master's qualification in Education, Business, Management and Administration or a relevant discipline gained from a combination of experience, training or professional accreditation • Certificate IV in Training and assessment will be an added advantage • must be an accredited trainer 	<ul style="list-style-type: none"> •

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • 10 years of management experience in the provision of accredited Continuing & Community Education and Professional Development preferably in a tertiary institution (academic or vocational) or comparable multi-cultural public sector • must be an accredited trainer • experience in marketing and promotion • experience in managing staff and resources. • develop and review professional, management or administrative policies. • Strong analytical and business skills to support strategic plan priorities and business intelligence. 	<ul style="list-style-type: none"> •

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<ul style="list-style-type: none"> • Exceptional interpersonal and communication skills. • Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make sound recommendations that are change-oriented and/or resolve the problems. • Experience and appreciation of working with culturally diverse stakeholders. Working with regional and international stakeholders will be an advantage. • Self-motivated, confident, decisive and innovative. • Exhibits sound and accurate judgment and able to resolve conflict and negotiate positive outcomes. • Committed to excellence and change. 	
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Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Business growth skills
<i>Advanced level</i>	Product diversification
<i>Working level</i>	Operational Management
<i>Awareness level</i>	USP policies and procedures

APPROVAL

Supervisor's name: Professor Jito Vanualailai

Supervisor's Signature: _____ Date: _____

Staff Name: _____ Staff ID: _____

Staff Signature: _____ Date: _____