



## **JOB OPENING: Business Manager**

### **Role Purpose/Description:**

The role of the Business Manager is to oversee all aspects of the Institute's business, financial, administrative, policy, site and support operations of TTTI. The Business Manager is a member of the Executive Team and reports to the Principal.

### **Role Responsibilities:**

- Ensures adherence to TTTI's Risk Management policies (in close consultation with the Principal).
- Develops the yearly Business Plan (in close consultation with the Principal).
- Ensures adherence to TTTI's Health and Safety policies.
- Ensures adherence to TTTI's Financial and Resource / Asset policies.
- Develop the yearly Budget, and five year financial projections.
- Organise yearly financial audits.
- Oversees property development and maintenance.
- Oversees ICT resources.
- Advises and helps ensure financial stability of the Institute, while not compromising its primary mission and values. Therefore, oversees all fundraising and Funding Projects of the Institute (and their relevant sub-committees).
- Formalises arrangements with other organisations and partners, including overseeing development of MOUs/MOAs, & liaising with partners on external requirements.
- Manages the Talua Bookshop.
- Acts as Human Resource Officer, overseeing (and delegating as required) all aspects of staff recruitment, induction, appraisals, professional development, and termination (in close consultation with the Principal and the rest of the Executive Team).
- Oversees all marketing and publicity of the Institute, including TTTI Website.
- Assist the Principal with reviewing Institute policies (QMS), and leads all aspects of internal monitoring and compliance.
- Assist the Principal with developing new Institute policies, in order to be both workable in Talua's context, but also adhere to external accreditation requirements.
- Assist (and train) staff in active adherence to all TTTI's policies
- Liaise with VQA and ensure new national policies are adopted and implemented at the Institute.

### **Qualifications & Experience:**

- Qualification at Degree level in Business Administration, compliance, or similar (highly desired – lower level qualifications may be considered).
- 3 years experience in a compliance role and / or business administration (desired).
- Experience in Post-Secondary Education and Training administration (desired).

### **Other skills and/or personal attributes:**

- flexibility and patience
- ability to work in an interdenominational work environment
- initiative and team player mentality
- a love for Jesus and a passion for mission

- adherence to all TTTI policies, procedures and codes of conduct

**Contract details:**

This is for a 3 Year appointment.

Salary package follows Talua Board's Merit-Based Classification Salary scale.

Salary package: 865,000 vt per annum (which includes VNPF & Severance), but you will also be provided with housing on main campus (Navota Farm, South Santo) which includes free utilities and wifi.

**Application:**

1. To apply: send the following documents to the Talua Board Chairman, Joel Path [board.chairman@titi.edu.vu](mailto:board.chairman@titi.edu.vu)

- A Cover letter, which includes why you seek the position, and how you feel you can contribute to the mission of the Institute.
- CV / Resume with the names and contact details of 2 Referees.

2. If short listed, representatives of Talua Board will interview you (either face-to-face or over video conference call if easier).

3. We will tell you the outcome of your application in writing in a timely fashion. The name of the Board's preferred candidate will be presented to the Presbyterian Church of Vanuatu General Assembly for discussion and ratification.

**Due date:** all applications must be sent to the Institute **by the 25<sup>th</sup> May, 2024.**

If you have any questions about this position or application process, please contact the Principal or Board Chairman via email or phone:

Principal: Ps Philip Baniuri

Email: [principal@titi.edu.vu](mailto:principal@titi.edu.vu)

Phone: +678 535 9269

Talua Board Chairman: Joel Path

Email: [board.chairman@titi.edu.vu](mailto:board.chairman@titi.edu.vu)

Phone: +678 536 4339