



**VANUATU INSTITUTE OF
TECHNOLOGY**

**INSTITUT DE TECHNOLOGIE DE
VANUATU**



22294/ 22295



info@vit.edu.vu



www.vit.edu.vu



Leopold Sedar Senghor
Boulevard, Port Vila

EXTENSION SERVICES AND NEW BUSINESS DEVELOPMENT OFFICER

The Institution is seeking urgent applications for candidate for the position of an **extension services and new business development manager** with the following attributes, experiences and qualification. If you think you are fit for this job, please send in your Application Letter attached with your CV and copy of your qualification(s)

The Principal

Vanuatu Institute of Technology

Private Mailbag 9015

Port Vila or you can email your application to evans.w@vit.edu.vu

Status: Contracted		Site: Port Vila	
Qualification: Diploma in management or business administration or project management			
SALARY SCALE	GRT Determination 19, Scale ADM6	ANNUAL SALARY	VT2,020,300- VT2,489, 300
The Extension Services and New Business Development Manager (ESNBDM) is responsible for:			
<ol style="list-style-type: none"> Managing the extension services provided by VIT and Acquiring new business in a given territory (i.e. industry, communities, or by location). The role primarily focuses on the development and execution of new business strategies across potential customers 			
Key Accountability areas			
<ol style="list-style-type: none"> Identify, target and develop new business opportunities to position VIT as a leading provider of PSET solutions Establish and maintain positive, beneficial and constructive relationships with key stakeholders, crafting solutions that are custom made, innovative and respond to their current and future needs Influence client preference for VIT through the provision of valuable business solutions, with particular reference to anticipating industry, skills, client and market force changes and tailoring solutions that will evolve and adapt with client’s changing needs. Move customers though the sales cycle by understanding and responding to the client’s needs, concerns and objectives, identifying and mitigating risks or issues early in the cycle to sustain client business. Win new business through prospecting, marketing and network referral approaches to meet sales targets and forge new channels and pathways for VIT. Collaborate with the internal team, and other managers to increase sales opportunities through leveraging data, analytics, insights and customer information and embedding that information into business development strategies. Anticipate and monitor customer preferences to determine the core focus of sales efforts and develop solutions that are ‘fit for purpose’ for each client and draft agreements and contracts for the purpose Develop and review meaningful performance management and development plans for areas and officers reporting to him/her Collaborate with internal team and other managers and provide administration support in organizing and delivering continuing education to industry, communities and other stakeholders Manage the Extension Services and New Business Development department under his/her supervision Perform other duties as requested by the Principal directly or through the DPCS 			
Skills and attributes			
<ul style="list-style-type: none"> Strong supervisory and leadership skills with ability to manage and supervise subordinates Possess a high level of organizational and time management skills including ability to prioritize multiple projects Possess high level written and verbal communication skills, including the ability to resolve conflict situations. Strong computer literacy skills, including the Microsoft suite of products and database applications. 			
Knowledge and experience			
<ul style="list-style-type: none"> Minimum of 5 years’ experience in a successful management and supervisory role 			
Application Closing Date: June 30 th 2023			



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ICT SERVICES MANAGER POSITION

The Institution is seeking urgent applications for candidate for the position of an **ICT Service Manager** with the following attributes, experiences and qualification. If you think you are fit for this job, please send in your Application Letter attached with your CV and copy of your qualification(s)

The Principal

Vanuatu Institute of Technology

Private Mailbag 9015

Port Vila or you can email your application to evans.w@vit.edu.vu

Status: Contracted		Site: Port Vila	
Qualification: Bachelors' Degree in ICT or other related fields or equivalent			
SALARY SCALE	GRT Determination 19, Scale ADM6	ANNUAL SALARY	VT1,906,500- VT2,106,500
The ICT Service Manager is responsible for:			
<ul style="list-style-type: none"> Overseeing information and communications technology (ICT), and management information system (MIS) support for VIT. The role is required to drive and implement ongoing business improvement including transforming business systems, processes and technology into an integrated platform that meets organisational and business management requirements. Providing ICT management systems and services to enable the VIT to meet its strategic and operational objectives. 			
Key Accountability areas			
<ul style="list-style-type: none"> Ensure ICT facilities are in good repair and provide a safe environment Ensure campus ICT safety Comply with all VIT policies, procedures and quality standards as well as safety and environmental regulations Maintain effective safety program for all members of facilities; complete all safety checks on ICT equipment systems Coordinate and schedule all work orders Supervise and train departmental staff reassign job functions for more efficient operation Ensure compliance with government health and safety standards; keep records of all permits, licenses, and citations Oversee all ICT third-party vendors Manage the VIT ICT system Respond quickly to emergency problems and be on-call 24/7 to meet with vendors, repairmen or suppliers, when necessary Initiate purchase all ICT operation supplies and materials; research prices and buy items based on best prices with quality and volume in mind Solicit, review, and negotiate bids for ICT tools, equipment and software Maintain inventory of ICT related tools, equipment and software for custodial, maintenance, and emergency preparedness Evaluate and appraise department staff performance Maintain owner manuals/information, asset lists, schedules and maintenance records Coordinate move/relocation with IT and other related parties, as required Perform other duties as requested by the Principal directly or through the DPCS 			
Skills and attributes			
<ul style="list-style-type: none"> Strong supervisory and leadership skills with ability to manage and supervise subordinates Possess a high level of organizational and time management skills including ability to prioritize multiple projects Possess high level written and verbal communication skills, including the ability to resolve conflict situations. Strong computer literacy skills, including the Microsoft suite of products and database applications. Skilled in the use of ICT software 			
Knowledge and experience			
<ul style="list-style-type: none"> Minimum of 5 years' experience of successful facilities management At least 5 years of demonstrated experience in working in a building construction Industry 			
Application Closing Date: June 30 th 2023			



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DEPUTY PRINCIPAL TRAINING (ACADEMIC) SERVICES POSITION

The Institution is seeking urgent applications for candidate for the position of the **Deputy Principal Training (Academic) Services** with the following attributes, experiences and qualification. If you think you are fit for this job, please apply in writing either post to **The Council Chairman, VIT, PMB 9015** or hand deliver in a sealed envelope to VIT administration office. The envelope should be clearly marked '**Application for DPTS**'

Status: Contracted		Site: Port Vila	
Qualification: Minimum qualification of a Bachelor's Degree and 5 years' in a leadership role in a PSET institute			
SALARY SCALE	GRT Determination 19, Scale PAL 6.3	ANNUAL SALARY	VT3,623,500
<ul style="list-style-type: none"> <i>The Rural Training Coordinator is to identify and responsible to organise trainers to delivery training in the rural community and coordinates the institution's short courses</i> The Vanuatu Institute of Technology (VIT) is looking to appoint a Deputy Principal responsible for the Training (Academic) Services, the country's biggest Technical and Vocational Education and Training (TVET). The Institute has the primary purpose as the center of excellence for public technical, vocational, business, hospitality, and continuing education in Vanuatu, contributing to the economic and social development of all its islands and citizens. The Institute aims to appoint a solutions-driven, proactive and highly influential and effective professional who is committed to the institute's improvement and is excited to lead the Training (Academic) Services in VIT's next phase of development. This is an exciting opportunity for a professional with a passion for education and its continued improvement. The role encompasses responsibility for ensuring excellent standards of teaching, learning and assessment, an outstanding student experience and external relationship building The successful candidate will have the expertise to head the Training Services Division Team, providing timely and efficient leadership to the VIT's learner representative body, training, and other departments to ensure the Institute provides an exceptional learner experience at all times A statutory body enacted under the Vanuatu Institute of Technology (VIT) Act of 2001, VIT as an Institute has eight (8) main functions. As a member of the senior management team, you will demonstrate a track record of achievement and have the talent and energy to inspire, motivate and develop those around you. You will be driven by your values, passion and determination to transform the lives of young people in Vanuatu. 			
What you will need to succeed:			
<ul style="list-style-type: none"> Be able to implement and enhance strategies for curriculum development to ensure that our curriculum offer meets local regional and international needs and trends. Be well versed with Competency Based Training Identify local, regional and national skills shortages and support opportunities for growth Be skilled in ensuring that the practices of areas under your responsibility meet and exceed the requirements of the VIT QMS Ensure that challenging academic, learner and financial targets are met, whilst providing outstanding service delivery to learners. Manage allocated budgets and ensure effective utilization of resources. Ensure targets for student recruitment are achieved and exceeded where possible To develop, enhance and maintain effective links with all key national and local stakeholders, professional bodies, public service partners, funding bodies, audit and regulatory frameworks A strong relationship with all industry sectors in Vanuatu 			
Key Selection Criteria: <i>Strong interpersonal and communication skills, excellent written and verbal skills, Demonstrate commitment to quality client service,</i>			
Experience:			
Special Skills: <i>Excellent communication skills, ability to work under minimal supervision and as part of a team. Ability to promote new ideas and encourage continuous improvement,</i>			
Education:			
Language: <i>Requires excellent language skills, both written and spoken, in Bislama, French and English</i>			
Application Closing Date: June 30 th 2023			



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FACILITIES MANAGER POSITION

The Institution is seeking urgent applications for candidate for the position of a **Facilities Manager** with the following attributes, experiences and qualification. If you think you are fit for this job, please send in your Application Letter attached with your CV and copy of your qualification(s)

The Principal

Vanuatu Institute of Technology

Private Mailbag 9015

Port Vila or you can email your application to evans.w@vit.edu.vu

Status: Contracted		Site: Port Vila	
Qualification: Bachelors' Degree in Architectural or Civil Engineering or other related fields or equivalent			
SALARY SCALE	GRT Determination 19, Scale ADM5	ANNUAL SALARY	VT1,906,500- VT2,106,500
<p>The Facilities Manager is responsible for:</p> <ul style="list-style-type: none"> Managing the maintenance of all buildings and residences, including janitorial services, preventative maintenance, and landscaping for all VIT Campuses. Managing and training the custodial, mechanic and maintenance team (Facilities Department). 			
<p>Key Accountability areas</p> <ul style="list-style-type: none"> Oversee the physical plant and two residential properties Maintain facilities and janitorial services Ensure campus safety Comply with all VIT policies, procedures and quality standards as well as safety and environmental regulations Ensure facilities are in good repair and provide a safe environment Maintain effective safety program for all members of facilities; complete all safety checks on equipment systems Coordinate and schedule all maintenance, cleaning requests, and work orders Supervise and train custodial, mechanic and maintenance team; evaluate workloads and reassign job functions for more efficient operation Ensure compliance with government health and safety standards; keep records of all permits, licenses, and citations Oversee all third-party vendors, i.e. landscaping, pest control, and alarm system Manage the fire, safety, and security systems Respond quickly to emergency problems and be on-call 24/7 to meet with vendors, repairmen or suppliers, when necessary Initiate purchase all facilities cleaning and operation supplies and materials; research prices and buy items based on best prices with quality and volume in mind Solicit, review, and negotiate bids for repairs and projects Maintain inventory of tools and supplies for custodial, maintenance, and emergency preparedness Work with the Deputy Principal Corporate Services in the management of construction, renovation, and maintenance operations and projects Perform a wide variety of skilled maintenance duties related to the school Manage the cleaning, servicing, and maintaining of VIT vehicles and ensure they are in safe operating condition for the transportation of staff, learners, materials, merchandise and equipment Evaluate and appraise facilities staff performance Maintain owner manuals/information, asset lists, schedules and maintenance records Coordinate move/relocation with IT and other related parties, as required Perform other duties as requested by the Principal directly or through the DPCS 			
<p>Skills and attributes</p> <ul style="list-style-type: none"> Strong supervisory and leadership skills with ability to manage and supervise subordinates Possess a high level of organizational and time management skills including ability to prioritize multiple projects Possess high level written and verbal communication skills, including the ability to resolve conflict situations. Strong computer literacy skills, including the Microsoft suite of products and database applications. Skilled in the use of CAD software 			
<p>Knowledge and experience</p> <ul style="list-style-type: none"> Minimum of 5 years' experience of successful facilities management At least 5 years of demonstrated experience in working in a building construction Industry 			
<p>Application Closing Date: June 9th 2023</p>			



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QUALITY ASSURANCE MANAGER POSITION

The Institution is seeking urgent applications for candidate for the position of a **Quality Assurance Manager** with the following attributes, experiences and qualification. If you think you are fit for this job, please send in your Application Letter attached with your CV and copy of your qualification(s)

The Principal

Vanuatu Institute of Technology

Private Mailbag 9015

Port Vila or you can email your application to evans.w@vit.edu.vu

Status: Contracted		Site: Port Vila	
Qualification: Bachelors' Degree in Quality Management or Project Management or other related fields or equivalent			
SALARY SCALE	GRT ADM7	ANNUAL SALARY	VT2,202,400- VT2,489,500
<p>The Quality Assurance Manager is responsible for:</p> <ul style="list-style-type: none"> Managing and overseeing the activity of the quality assurance within the organization. Developing, implementing, and reviewing the VIT Quality Management Systems. And maintaining a system of quality and reliability testing for the organization's products and/or development processes. 			
<ul style="list-style-type: none"> Key Accountability areas Develops, implements, and manages processes to ensure that products/ courses meet required specifications in the VIT QMS, in particular for quality, function, and reliability prior to delivery. Ensures that appropriate minimum quality standards and procedures for all services are met according to the VIT QMS Communicates quality standards and procedures to QA team, product development team, and other appropriate staff. Coordinates all internal audits for VIT Identifies and analyses issues and other problems in course deliveries and assessments, recommends and facilitates solutions to these issues. Reviews client, customer, and stakeholder feedback. Maintains compliance with national, local, and organizational laws, regulations, guidelines, and policies. Performs other duties as assigned by the Principal 			
<p>Skills and attributes</p> <ul style="list-style-type: none"> Strong supervisory and leadership skills with ability to manage and supervise subordinates Possess a high level of organizational and time management skills including ability to prioritize multiple projects Possess high level written and verbal communication skills, including the ability to resolve conflict situations. Strong computer literacy skills, including the Microsoft suite of products and database applications. Skilled in the use of project management software 			
<p>Knowledge and experience</p> <ul style="list-style-type: none"> Minimum of 5 years' experience in working within a Training Institute QMS At least 5 years of demonstrated experience in working in TVET Institute Strong knowledge of Vanuatu Quality Assurance Framework (VQAF) 			

Application Closing Date: June 9th 2023