



National University of Vanuatu

Job Description and specifications



Job Title	Director of the Language Centre
School	N/A
Faculty	N/A
Scale/ Level of Competence	Grade 6 to 7 of the NUV Salary Structure
Reporting To	Deputy Vice-Chancellor
Job Purpose	Direction of the activities and staff of the Language Centre

Position Background

The Vanuatu National University (NUV) was established by Act No. 34 of 2019, with a mandate to "ensure the advancement of higher education and lifelong learning through academic and professional excellence through training, teaching and learning, in English and French, official languages, research and international cooperation".

NUV is being structured and the development of the Language Centre is a strategically decisive step. The main purpose of this Centre is to rely on the laws and institutional directives of the country in order to assist in the research, safeguarding and promotion of the national and vernacular languages of the country, the international languages of common use and exchange. Within the country's National University, the Main Mission of the Language Centre is to contribute to NUV building in its vision of becoming "the institution of multilingual excellence in higher education and training in Vanuatu and the Pacific region" as mandated by the NUV Strategic Plan 2021-2030.

As such, the mission of the Language Centre is summed up as the 'guarantor of the quality of language teaching & learning with practice' of NUV in collaboration with the language Centres of other institutions and universities in the region and the world. One of the major roles that the Language Centre will play will be to strengthen the level of Vanuatu and foreign students in French and English initially, but also in others deemed economically important by the state authorities.

The Language Centre is currently attached to the Vice-Chancellor / Deputy Vice-Chancellor's Office of the University but aims to integrate into the future School of Arts, Letters and Humanities. Its main mission is to implement the language policy of NUV and to offer a wide range of language courses specific to the academic and professional context, in order to strengthen the institutional bilingualism of the University and help the members of the University to succeed in a plurilingual academic environment, including at the international level. The implementation of additional language study and practice activities is also at the heart of the Language Centre's mission. The current offer includes English and French courses

for the university community, as well as complementary activities (specific workshops, film club, “Fête de la Francophonie”, etc.). In the future, the Language Centre will also be able to engage in language teaching for the benefit of organizations and individuals at the professional and other levels. The Language Centre will be equipped with language laboratories for language learning and up-skilling. It will also develop the following services: language resource centre, self-learning, examination centre for international language certifications, research on the local languages of Vanuatu (vernacular and Bislama), teaching of other foreign languages, promotion of languages and cultures, language courses for administrative and teaching staff of the university or even an external audience, translation services...

Position Summary

NUV is looking to recruit a competent and highly motivated person for a position of management, pedagogical expertise and sector monitoring for the management of the Language Centre. The position includes 50% management and administration of the Centre, 30% development of courses and pedagogical activities, 10% research with the support of the Schools and 10% service.

The appointee will contribute to the structuring, development and management of the NUV Language Centre.

The effective exercise of the Director's responsibilities and accountability requires that he or she gain the confidence of the faculty through fair, open and responsive leadership. The director of the Centre is responsible for the effective overall management of the Centre, ensuring academic direction and strategic vision, as well as the quality of the student experience. The Director will be responsible for the development of a budget for the Centre and its management, in accordance with the delegated authority, and will be financially accountable to the University.

The Director is responsible for the effective functioning of the Centre, including the identification of needs and opportunities for interdisciplinary links with the courses offered in NUV schools.

The Director of the Centre is responsible for liaising with NUV schools and external bodies, in consultation with the Management Committee and the University Vice-Chancellor's Office.

The successful candidate will oversee the development of French and English courses in accordance with the Language Centre's strategic plan. Excellence in course development is a top priority for this position. Ideal candidates will have extensive experience in language didactics and proven skills in curriculum design. Responsibilities include developing and teaching English and French courses.

Other responsibilities include the development of activities aimed at promoting multilingualism and research on national and vernacular languages for their better safeguarding and promotion.

The ability to work across disciplines and institutional boundaries and collaborate with government agencies, as well as NGOs and private sector partners in Vanuatu and the Pacific region, is fundamental to this position. Effective communication with a variety of stakeholders, including the general public, is essential and in line with the strategy of the National University of Vanuatu.

Key Responsibilities – Detailed Listing

The Director of the Language Centre will contribute to the development of courses and activities related to the Language Centre, which are still in the structuring phase. Its missions will cover the following areas: steering, administrative management, communication, pedagogical coordination, sectoral monitoring (research), teaching / evaluation.

The Director will be responsible for:

Management, steering :


- Develop and structure the Language Centre, operating in part on cooperation funding;
- Implement the centre's strategy (proposal of new projects, search for funding, etc.);
- Establish and manage the annual budget dedicated to the Language Centre;
- Develop dashboards and monitoring tools;
- Participate in meetings of the UNV Management Committee;
- Monitor the university's development files involving the Language Centre, in conjunction with the Management (AFD projects: extension of buildings & digital project; strategic plan of the university's Language Centre and Language Policy; integration of higher education and vocational training institutions, etc...);
- Collaborate with educational partners: AUF, French Embassy, Ministry of Education, Alliance Française, foreign partner universities, etc...;
- Be a resource person on language issues at the university.

Pedagogical coordination, teaching:

- Advise NUV Management on the recruitment of language teachers and/or tutors (permanent and temporary);
- Develop, animate and supervise the pedagogical team of the Language Center.
- Ensure compliance with deadlines for the signing of contracts and the payment of educational activities if necessary;
- Set up and coordinate language support programs and activities (courses and workshops, access to language resources, cultural activities, etc.).
- Design and implement language level assessments for prospective students. Harmonize the tests with the School of Education.

	<ul style="list-style-type: none"> • Propose a plan of international certifications in French and English (investigate on the conditions required for the opening of an examination center by NUV). • Contribute to the development of a communication strategy for the Language Centre. • Develop and teach specialized courses in one's field of expertise (French and/or English) on a part-time basis. • Set up and provide tutoring and pedagogical advice activities to students. <p><u>Other functions:</u></p> <ul style="list-style-type: none"> • Participate in the reflection on the incorporation of Bislama and vernacular languages within the National University of Vanuatu • Work in collaboration with the different departments of the university. • Develop and maintain a dynamic research culture of international level, including the promotion of research initiatives and networks • Implement the decisions of the Senate and the University Council and provide information in accordance with the directives of the Council • Perform other tasks that may be assigned by the academic manager(s) (Deans...) or the university management
Critical Competencies	<ol style="list-style-type: none"> 1. Perform and behave in a professional manner, with occupational knowledge and accountability and adaptability to changing situations 2. Strive for excellence, with communication, inclusiveness and teamwork 3. Contribute to the NUV, with innovation, leadership and quality focus
Qualifications	<ul style="list-style-type: none"> ➤ PhD or Master 2 in Language Didactics or equivalent graduate university degree
Required Experience and Selection Criteria	<ul style="list-style-type: none"> ➤ A minimum of 5 years of experience in managing a Language Centre or educational institution ➤ At least 3 years of experience in teaching a modern language ➤ Work experience and knowledge of the Melanesian context highly recommended ➤ Provide evidence of having developed and delivered university-level courses ➤ Provide evidence of receiving external funding for research/education/programs ➤ Meet the immigration requirements of the Republic of Vanuatu and commit to living and working full time in Port Vila
Preferential Skills and Abilities	<ul style="list-style-type: none"> ➤ Master office automation tools ➤ Writing skills ➤ Skills in team management

	<ul style="list-style-type: none"> ➤ Communication skills ➤ Excellent interpersonal skills ➤ Profile sought: Flexible and available, a good capacity for analysis and problem solving is necessary
Additional Experience and Capacities	<p>Additional qualifications and experience to be considered will include evidence of the ability/commitment/experience to</p> <ul style="list-style-type: none"> ➤ Implement innovative teaching methods ➤ Very good knowledge of the CEFR, Vanuatu LLN national repository and other standards ➤ Proven experience in training trainers
Language	<p>The candidate must be bilingual (French, English), both orally and in writing. Bislama desired.</p>
Terms and Conditions of Employment	<p>Three-year full-time local contract, with the possibility of performance-based extension.</p>
Remuneration and Benefits	<p>Annual salary range: 6 M – 8.5 M VT depending on qualifications, experience and research background + 25 % Benefits</p>
Equal Opportunity	<p>Vanuatu National University is an affirmative action/equal opportunity employer committed to diversity. All employment decisions within the NUV programme must be based on merit and equal opportunity. The NUV program is committed to ensuring fair, equal and impartial treatment of all employees in all aspects of employment. The NUV programme is also committed to respecting gender balance in employment and providing employment opportunities for people with special needs. In carrying out its employment decisions, the NUV programme will not discriminate on the basis of sex, religion, nationality, race, language or disability.</p>
Contact Person	<p>Potential candidates with specific questions are invited to contact the Hiring Committee Secretariat at apply@univ.edu.vu</p>
Application Procedures	<p>The application file must include the following elements:</p> <ol style="list-style-type: none"> 1. an application letter that includes a full description of the candidate's philosophy in terms of administration, research and teaching, and addresses the required abilities, experiences, skills and preferred abilities. 2. a full CV including background, degrees, work experience and a list of publications and research/extension funding 3. official transcripts 4. the contact details of three (3) referees.



Please send your application above in *pdf* format to apply@univ.edu.vu with the following subject:

Application [YOUR NAME] NUV Language Centre - Director of the Language Centre

Submission deadline: April 30, 2022