



# National University of Vanuatu

## Job Description and Specification



<b>Job Title</b>	<b>Director of Partnerships, Legal Affairs, and Communication</b>
<b>Reporting To</b>	Vice-Chancellor
<b>Job Purpose</b>	Effectively manage NUV legal affairs, partnerships and communication
<b>Position Summary</b>	<p>Attached directly to the Vice-Chancellor's office of the NUV, the Department of Legal Affairs, Partnerships and Communication is a crucial service for the development of the university.</p> <p>On the legal side, this department assists and advises the Vice-Chancellor's office in the proper promotion and defence of the interests of the University.</p> <p>In terms of partnerships, this department participates in defining the strategy and supports the Vice-Chancellor's office in the implementation and monitoring of actions and procedures relating to the institution's cooperation and international activities.</p> <p>On the communication side, this department supports the Vice-Chancellor's office in the good visibility and communication of the University in accordance with its development strategy.</p>
<b>Key Responsibilities – Detailed Listing</b>	<ol style="list-style-type: none"><li>1. Become completely familiar with:<ul style="list-style-type: none"><li>- NUV Act No. 34 of 2019, NUV strategic plan, all manuals and regulations, including the decisions of the governing bodies of the NUV.</li><li>- Partnership agreements with universities and other institutions partnering with the NUV.</li></ul></li><li>2. Develop partnerships in accordance with the strategic plan of the NUV and for this:<ul style="list-style-type: none"><li>- Support the Vice-Chancellor's office in the proper coordination of international institutional networks and represent the University in discussions and dialogue on potential partnerships</li><li>- Formulate strategic development cooperation programs and proposals initiated by the Vice-Chancellor's Office;</li><li>- Participate as required in national, community and international meetings;</li><li>- Prepare regular briefs on all NUV partnerships for VC, Senior Management committee and Senate/Council;</li><li>- Prepare negotiation briefs for VC and advise on negotiation strategies, as required</li><li>- Conduct analyses and relay quantitative and qualitative information on cooperation agreements to the Vice-Chancellor's office and decision-making bodies;</li><li>- Exercising a regulatory and strategic monitoring of new and on-going partnership arrangements;</li><li>- Bring his/her expertise in the instruction, the development of partnership projects (criteria, tools...) and the realization of the balance sheets for the renewals, as well as the necessary periodic follow-ups.</li></ul></li></ol>

- Assess and provide regular cost-benefit analysis to VC's Office on each partnership arrangements ensuring the benefits derived to the University, and advise on course of action to be taken.

3. Ensure the effective functioning of the legal affairs of the NUV through:

- the good understanding of the relevant laws of Vanuatu and that governing the National University of Vanuatu and those governing international partnerships;
- Providing sound advice to the Vice-Chancellor's Office, Senior Management committee and Council on matters of legal nature and international cooperation;
- the drafting and follow-up of the decisions of the Council, the Senate and other governance bodies;
- the legal security of the new strategic projects by participating in the legal diagnosis of the projects of the office of the Vice-Chancellor and by proposing viable solutions allowing to implement safely the projects, while controlling the inherent risks:
- the organization of sensitive governance renewal processes;
- the management and installation of the governance bodies;
- complete security of all administrative acts;
- participation and advice in the development and drafting of the statutes of the establishment;
- the effective collaboration and support of the operations department, the directions of the faculties/schools, research units and services in the elaboration of the legal acts they prepare;
- the contribution to the dissemination of a legal culture within the establishment by initiating and proposing training actions;
- the drafting of partnership agreements;
- the monitoring and renewal of partnership agreements and international agreements;
- participation in disciplinary commissions;
- Provide advice to the office of the Vice-Chancellor on the implementation of the NUV Inclusion plan.

4. Ensure good visibility of the NUV within the framework of its communication policy and for this:

- Assist the Vice-Chancellor's Office in the implementation of the NUV Communication Strategy and procedures;
- Coordinate NUV communication channels and exchanges between the components of the NUV and the Communication Manager;
- Animate the NUV communication network including those linked to NUV partners;
- Ensure the proper functioning of the NUV communication tools;
- Coordinate the participation of the NUV in the organization of promotional events
- Support the Vice-Chancellor in the drafting and production of the annual report
- Support the Vice-Chancellor's office in the drafting and publication of reports and communications of general interest related to university bodies and events.

	<p>5. Other:</p> <ul style="list-style-type: none"> <li>- Build and manage a team of staff and/or project managers dedicated to the various components of the Department;</li> <li>- Advise senior managers and deans of faculties on key legal issues;</li> <li>- Be willing to learn additional skills and improve personal abilities to better serve the NUV</li> <li>- Collaborate and work as a team with the directors and heads of administrative and academic services.</li> </ul>
<p><b>Critical Competencies</b></p>	<ol style="list-style-type: none"> <li>1. Act and behave in a professional manner, with knowledge of the profession, a sense of responsibility and an ability to adapt to change</li> <li>2. Aim for excellence, through communication, inclusion and teamwork</li> <li>3. Contribute to the NUV, with an emphasis on innovation, leadership and quality of services for the development of the national university</li> </ol>
<p><b>Qualifications</b></p>	<p>Bachelor's degree with extensive experience or Master's degree in law, international relations or multidisciplinary fields, from a recognized institution of higher education</p>
<p><b>Special Skills</b></p>	<ul style="list-style-type: none"> <li>✓ Good knowledge of management and operations systems at Senior Management or Executive level</li> <li>✓ Good knowledge of Anglo-Saxon and French higher education systems, and others</li> <li>✓ General knowledge of the institutional and administrative decision-making circuits of higher education and research</li> <li>✓ Knowledge of the functioning of the University and the activities of its components and the administrative, academic and research rules of the establishment</li> <li>✓ Solid experience in international relations generally and in higher education</li> <li>✓ Knowledge of the concepts and methods of the management of public administrations and entities</li> <li>✓ Sense of public service and intellectual and professional rigor</li> <li>✓ Sense of discretion and loyalty</li> <li>✓ Sense of collaboration and teamwork</li> <li>✓ Ability to supervise a team and assist in the individual development of management staff and other NUV departments</li> <li>✓ Capacity for research, analysis and synthesis</li> <li>✓ Excellent written and verbal communication</li> <li>✓ Excellent active listening, negotiation and presentation skills</li> <li>✓ Availability for travel abroad</li> </ul>

<b>Required Experience</b>	<ul style="list-style-type: none"> <li>- More than 10 years of experience in the legal, administrative, information or partnership management fields</li> <li>- Desired experience in the management of a higher education institution</li> </ul>
<b>Language</b>	Fluent in English, French and Bislama
<b>Terms and Conditions of Employment</b>	<p>Three-year local contract</p> <p>Annual salary scale: NUV levels 7.1 to 7.4 depending on qualification and experience</p> <p>The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language or disability.</p>
<b>Contact Person</b>	Potential applicants with specific questions are welcome to contact the human resources' service at <a href="mailto:apply@univ.edu.vu">apply@univ.edu.vu</a>
<b>Selection Methods</b>	<p>Please send your cover letter and CV with 2 references from past/recent employment including recent contact details and evidence of your highest qualifications to the following address : <a href="mailto:apply@univ.edu.vu">apply@univ.edu.vu</a></p> <p>Deadline for submission: 3 February 2023 by 5 pm</p>