



National University of Vanuatu

Job Description and Specification



Job Title	Administrator of the Digital Research Portal of the National University of Vanuatu
Reporting To	Director Language Centre
Job Purpose	Ensure the design, development and operation of the NUV Digital Research Portal (DRP) and support SASS
Position Summary	The main mission of the administrator is to provide resources to the platform. The position is responsible for the design, development and operation of the platform technically and operationally. The administrator also acts as the key facilitator with scientific partner institutions for the supply of the database.
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none"><i>Become fully familiar with:</i><ul style="list-style-type: none">- NUV's strategic directions, mission, structure, and regulations<i>Ensure the effective implementation of the Digital Research Portal, including:</i><ul style="list-style-type: none">- Ensure the development and the supply of the digital platform.- Scan books and documents in PDF, note the keywords, in French and English.- Collect and archive documents in relation to Master and Doctoral thesis.- Provide training and assistance adapted to the different users of the platform.- Manage the collection of digital resources including e-books, online databases, e-journals etc.- Implement the technical management of the digital documentation portal including the platform dashboard.- Collect, archive dissertations and thesis.- Provide training and assistance to students in digital resources and documentation.- Train DRP users on research, use and access to digital resources.- Provide technical assistance to users of the Digital Resource Centre and resolve issues effectively.- Identify and evaluate appropriate and reliable documentary data sources.- Collect and manage data and metadata as well as maintain and regularly update the database in accordance with OAI-PMH standards (https://www.openarchives.org/pmh/).- Develop partnership relations with scientific and heritage research institutions and university libraries- Provide student training and support with regards to digital resources and documentation.- Develop partnership relations with scientific research and heritage institutions including university libraries.

	<ul style="list-style-type: none"> - Write summaries of articles, books in French and English. - Ensure a good relationship with partner scientific institutions. - Manage access permissions for different users or document repositories. <p>3. <i>Others:</i></p> <ul style="list-style-type: none"> - Participate in regular NUV management meetings; - Support to NUV conferences and symposiums - Willing to acquire additional skills and improve on own capacity building to better serve the NUV.
Critical Competencies	<ol style="list-style-type: none"> 1. Perform and behave in a professional manner, with occupational knowledge, accountability and adaptability to changing situations 2. Strive for excellence, with communication, inclusiveness and teamwork 3. Contribute to the NUV, with innovation, management and quality focus
Qualifications	Bachelor Degree (human and social sciences, Languages, IT or related field)
Special Skills	<ul style="list-style-type: none"> ➤ Benefit from an integrated global strategic vision, while being comfortable in more operational activities; ➤ Knowledge of the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) ➤ Experience in scientific documentation, library science, information technology, without this being a requirement, is of course an important asset.
Required Experience	Have a successful professional experience of a few years ideally within a scientific or university institution;
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	Annual Salary: VUV 2,000,000 + 25% Benefit (corresponding to grade 3.1 on the NUV salary scale)