



National University of Vanuatu

Job Description and Specification



Job Title	Officer Fonds de Solidarité pour les Projets Innovants (FSPI)
Reporting To	International Team Leader (ITL)
Work closely with	Manager Student & Academic Support Services (SASS) and officers Manager Finance and Officers
Job Purpose	Effectively manage the activities and relationships within the National University of Vanuatu funded under the FSPI “Uni Stanap” and assist the ITL
Position Summary	The position is to effectively manage activities and relationships within NUV and with our partners for the development, the establishment and the implementation of two diplomas (Diploma in Internet Technology & Communication, Diploma in Climate Resilience & Humanitarian Action)
Key Responsibilities – Detailed Listing	<p>The assistant will have to:</p> <ul style="list-style-type: none">• Become knowledgeable and familiar with NUV’s strategic plan, with its structure and with its academic offer.• Become knowledgeable of FSPI functioning• Coordinate his/her work plan with SASS unit and Finance units.• Ensure the effective management and communication flows between all stakeholders involved with FSPI, including the French Embassy when needed.• Develop working plan respecting the FSPI timeline.• Manage procurement of services following NUV procurement policies and getting the adequate approval.• Be responsible for coordinating the different activities under FSPI.• Report back to ITL.• Communicate on the activities and draft a communication strategy
Critical Competencies	<ol style="list-style-type: none">1. <i>Work in a professional manner</i>, being accountable and adaptable.2. <i>Strive for excellence</i>, with communication, respect, inclusiveness and teamwork.3. <i>Contribute to NUV’s development</i>, with innovation, leadership and quality focus.
Qualifications & Required Experience	<p>Diploma in Management Studies, or other related field from a recognized university or institution.</p> <p>Experience in working with donor partners.</p> <p>Experience in project management.</p>

Special Skills

- Strong project management skills
- Computer competence in software packages: Microsoft Word, Excel, PowerPoint and Programme Management and any other software as needed
- Familiarity with Donor Partners
- Demonstrated ability to motivate and promote collaboration among diverse team and team members.
- Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and procurement requirements.
- People oriented, inclusion oriented and results driven
- Excellent written, oral and interpersonal skills and ability to communicate effectively with international stakeholders

Language

Fluent in English and French and in Bislama

**Terms and
Conditions of
Employment**

One-year contract (extension possible)

Annual salary: 3,000,000 including VNPF and benefits