



# National University of Vanuatu

## Job Description and Specification



<b>Job Title</b>	<b>Director of Policy, Planning and Global Engagement</b>
<b>Reporting To</b>	Vice-Chancellor
<b>Job Purpose</b>	Effectively manage NUV policy initiatives, planning mechanisms and global engagement locally and internationally with communication supervision
<b>Position Summary</b>	<p>This is a management position. Attached directly to the Vice-Chancellor's office of the NUV, the Department of Policy &amp; Planning and Global Engagement plays a pivotal role in advancing the mission and development growth and long-term sustainability of the National University of Vanuatu.</p> <p>On the policy, planning and legal side, the department advises and directly supports the Vice-Chancellor's Office in ensuring sound policy directives, governance and compliance mechanisms, and sustained planning and implementation cycles and the overall effective protection and promotion of the University's interests.</p> <p>In terms of global engagement and partnerships, the department contributes to defining internationalization strategies, and supports the Vice-Chancellor's Office in building, implementing, and monitoring cooperation frameworks, institutional linkages, and local and international initiatives including external relations through the relevant government agencies.</p> <p>Global engagement requires an effective communication strategy for information, visibility and accountability purposes. Through effective communication, the department enhances the University's public profile and outreach program, ensuring alignment with its development strategy and strengthening NUV's presence locally, regionally, and globally.</p>
<b>Key Responsibilities – Detailed Listing</b>	<p><b>1. Institutional and Regulatory Familiarity</b></p> <ul style="list-style-type: none"><li>• Master knowledge and understanding of the NUV Act No. 34 of 2019, the University's Strategic Plan, NUV policies, regulations and management manuals and tools with decisions of governing bodies.</li><li>• Take lead in NUV policy formulation, statutory planning, monitoring and reporting mechanisms and oversee timely implementation of NUV strategic and corporate goals.</li><li>• Master the good understanding of the types of collaborative and partnership agreements with universities, institutions, and other key stakeholders both local and abroad.</li><li>• Report regularly to VC's Office on the impacts and effectiveness of policy initiatives and cooperation or partnership arrangements NUV has with stakeholders.</li></ul> <p><b>2. Global Engagement and Partnerships</b></p> <ul style="list-style-type: none"><li>• Lead the development and management of cooperation and collaborative partnerships in line with NUV's Strategic and Corporate Goals.</li><li>• Provide guidance to the Office of the Vice-Chancellor on the nature and types of cooperation and partnership arrangements relevant to the University and the needs of the country.</li></ul>

- As required, represent the University in discussions and negotiations, providing advice and negotiation briefs to the Vice-Chancellor as required.
- Formulate and coordinate strategic cooperation programs and proposals initiated by the Vice-Chancellor's Office.
- Conduct regular cost-benefit analyses of partnership arrangements, providing recommendations on continuation, renewal, or adjustment.
- Monitor and evaluate existing partnerships, ensuring compliance, performance, and alignment with institutional objectives.
- Provide periodic reports and briefs to the Vice-Chancellor, Senior Management Committee, Senate, and Council on policy matters, partnership activities and outcomes.

### **3. Policy and Legal Affairs**

- Advise the Vice-Chancellor's Office, Senior Management Committee, and Council on governance, legal compliance, and policy matters related to NUV and its regional and international agreements.
- Draft, review, and oversee governance decisions, legal documents, and partnership agreements.
- Ensure the legal security of new strategic projects by identifying risks and proposing viable, compliant solutions.
- Advise on and manage legal compliance related to intellectual property, student and faculty mobility, and other global activities.
- Support governance processes, including the renewal and installation of governing bodies, disciplinary commissions, and statutory drafting.
- Promote a legal and policy culture within NUV by developing guidelines, tools, and capacity-building initiatives for staff.
- Provide guidance on the implementation of the NUV Inclusion Plan and other institutional policies.

### **4. Strategic Communication and Visibility**

- Oversee the implementation of NUV's Communication Strategy in collaboration with the Communication Manager.
- Strengthen NUV's visibility and outreach at local, regional, and global levels, including through active engagement with partners and networks.
- Coordinate communication channels, reports, and promotional events that enhance NUV's reputation and align with institutional goals.
- Support the Vice-Chancellor in the development of the corporate plan, annual business plan, annual report and other strategic communications for governing bodies and stakeholders.
- Draft NUV statements and key communication highlights or presentations for the Vice-Chancellor, as required

	<p><b>5. Leadership and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Build, lead, and manage a team dedicated to maintaining good policy standards, global engagement, good practices, clear visibility through good communication.</li> <li>• Provide strategic advice to Senior Management, Faculty Deans, Heads of Schools, directors, and Management on legal, policy, and partnership matters.</li> <li>• Foster collaboration across faculties, Schools, research units, and administrative services to ensure coherence in institutional strategy.</li> <li>• Work in close collaboration with other Directors, heads of departments and faculties</li> <li>• Commit to continuous professional development and adapt to evolving institutional needs.</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. Commit the official working hours to serve the National University of Vanuatu</li> </ol> <p>2. Aim for excellence, through display of outstanding professional standards, effective communication, sense of inclusion and teamwork</p> <p>3. Contribute to the NUV, with an emphasis on enhancing innovation, good leadership practices and quality of services for the development of the national university of Vanuatu</p>
<p><b>Qualifications</b></p>	<p>Master's degree in management, public administration, 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>✓ Proven knowledge in policy formulation, international diplomacy and engagement, management and operations systems at Senior Management or Executive level</li> <li>✓ Good knowledge of local, regional and international geo-political dynamics and the common development agendas relevant to Vanuatu and NUV</li> <li>✓ Good knowledge of Anglo-Saxon, French, Vanuatu and other cultures and higher education systems, and others</li> <li>✓ General knowledge of the institutional and administrative decision-making circuits of higher education and research institutions</li> <li>✓ Good knowledge of the functioning of the University and the direction given by the Vice-Chancellor and Senior Management to support University's administrative, academic and research functions in support of its growth</li> <li>✓ Strong understanding of international law, contract law, and regulatory compliance</li> <li>✓ Solid experience in international relations generally and in higher education</li> <li>✓ Expertise in communicating effectively with diverse international audiences</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Knowledge of the concepts and methods of the management of public administrations and entities</li> <li>✓ Skill in managing multiple complex projects with various stakeholders and deadlines</li> <li>✓ Knowledge of the concepts and methods of the management of public administrations and entities</li> <li>✓ Sense of professional public service, intellectual tact and professional rigor</li> <li>✓ Sense of discretion and loyalty to the governing bodies and Senior Management</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 in-country and abroad</li> </ul>
<b>Required Experience</b>	<p>- <b>More than 10 years of experience in the legal, administrative, information or partnership management fields</b></p> <p>- <b>Proven experience in the management or senior management support of a higher education institution</b></p>
<b>Language</b>	<p>Fluent in English, French and Bislama</p>
<b>Terms and Conditions of Employment</b>	<p><b>Three-year local contract</b>  <b>Annual salary scale: NUV levels 7.1 to 7.4 depending on qualification and experience</b></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>	<p>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></p>
<b>Selection Methods</b>	<p><b>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></b></p> <p><b>Deadline for submission: Friday 10 October 2025 by 5 pm</b></p>