



National University of Vanuatu

Job Description and Specification



Job Title

Professional Development Developer/Lecturer

Background

The National University of Vanuatu (NUV) was established in January 2020 and is located in Port Vila. Its purpose is to provide higher education advancement and promote lifelong learning through academic and professional excellence. This is achieved through training, teaching and learning in both English and French, as well as research and international cooperation.

The National University of Vanuatu will offer a Diploma in Information and Communications Technology (ICT) starting in 2025. An ICT Training Needs Assessment was conducted in 2020 and was followed by a feasibility review and analysis completed at the end of 2021.

The ICT diploma will address and focus on the areas of high priorities to provide qualified workforce for Vanuatu ICT sector:

- Full Stack Developer
- Network Technician
- User support specialist
- Technician Support / IT Technician

Reporting To

ICT Diploma Coordinator and Advisor

Work closely with

- Other ICT Diploma course Developers/Lecturers
- SASS

Job Purpose

The position is responsible for the development and delivery of the Professional Development course (ITDI106), including the preparation of course materials and the teaching of lectures and practical sessions.

Position Summary

The position is responsible for the effective development and delivery of the Professional Development course (ITDI106). The role works closely with the ICT Diploma Coordinator, ICT Program Advisor, and other ICT Diploma course developers and lecturers. In addition, the position is expected to engage with industry partners to create learning opportunities and coordinate programming-specific internship programmes.

Key Responsibilities – Detailed Listing

The Developer/Lecturer will be required to:

- Become familiar with the ICT Diploma course descriptor
- Become familiar with the NUV academic calendar
- Coordinate their work plan with the ICT Diploma Coordinator and the ICT Program Advisor

	<ul style="list-style-type: none"> • Teach the Professional Development course and assess students' performance • Undertake training and become familiar with student support systems, including openSIS, Moodle, and Turn-it-in • Work with the ICT Diploma Coordinator to establish relationships with relevant professional and industry partners • Assist with student internships, where applicable
Critical Competencies	<ol style="list-style-type: none"> 1. Strive for excellence through effective communication, respect, inclusiveness, and teamwork. 2. Contribute to NUV's development through innovation, leadership, and a strong focus on quality
Qualifications & Required Experience	<ul style="list-style-type: none"> • Minimum of a Bachelor's degree in Business Administration (BBA) or a related field • At least three (3) years of experience in Business Administration or Management • At least one (1) year of teaching experience, or relevant experience in training, is an advantage
Special Skills	<ul style="list-style-type: none"> ➤ Demonstrated practical industry experience and strong teaching-oriented skills ➤ Industry experience in core teaching and communication skills, business and subject-specific knowledge, and professional and organizational skills ➤ An analytical and practical approach to delivering lectures and laboratory sessions ➤ Excellent written, oral, and interpersonal communication skills, with the ability to engage effectively with students ➤ A strong team player
Language	Fluent in English or/and French - Bislama desired
Terms and Conditions of Employment	<p>Part-time contract, with the courses to be developed and delivered accordingly.</p> <p>Per Course Salary: up to VUV292,500 per course (module) creation and lecturing</p> <p>The National University of Vanuatu (NUV) is an Affirmative Action and Equal Opportunity employer committed to diversity. All employment decisions at NUV are based on merit and equal opportunity. NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The University is also committed to achieving gender balance in employment and to providing employment opportunities for people with special needs. In carrying out</p>

its employment decisions, NUV does not discriminate on the basis of gender, religion, nationality, race, language, or disability.

Selection Methods

Applications should be submitted with a cover letter, curriculum vitae (CV), and details of two referees (or two recent written references in support of the application).

Please address your application to:

Human Resource Manager, National University of Vanuatu, Avenue Leopold Sedar SENGHOR, P.O Box 3431, Port Vila, Vanuatu

OR

Email: apply@univ.edu.vu

For further information, please contact NUV on 29792 or email: apply@univ.edu.vu