



National University of Vanuatu

Job Description and Specification



Job Title	Head of School
School	Education
Faculty	Humanities
Reporting To	Dean - Faculty of Humanities / Deputy Vice-Chancellor
Job Purpose	Management and Academic Direction of the School of Education
Position Background	<p>The National University of Vanuatu (NUV) was established by Act n°34 of 2019, with a mandate “to provide higher education advancement and lifelong learning through academic and professional excellence by way of training, teaching and learning, in both the English and French official languages, research and international cooperation”.</p> <p>The NUV Faculty of Humanities consists of five schools, each planned to offer a multi-discipline mix of teaching and research courses.</p> <p>The School of Education was the first to be established under the Faculty and it comprises for the time-being of 35+ academic staff with expertise in education and teacher education and training, several part-time lecturers, and over 15 administrative and support staff. It is expected that within the next five years, with the diversification of pathways and programs more lecturers will be recruited by the School of Education to serve the purpose of its function and address the needs of Vanuatu.</p> <p>The school’s multidisciplinary approach and diversity of expertise will allow the university to offer a wide range of academic programs at the undergraduate levels initially before moving to postgraduate levels. Current teacher training courses are articulated between theory and teaching practice and are informed through active and ongoing research and school sector connections and provide students with professional training and career-focused learning experiences. Through these means, the school produces capable graduates with knowledge, skills and experience to gain employment related to their discipline.</p>
Position Summary	<p>The NUV School of Education is seeking to appoint a competent and highly motivated individual for an academic, research and management position of Head of School. The position consists of 40% school management and administration tasks, 30% course development and teaching, 20% research, and 10% service to start in 2026.</p> <p>The effective discharge of the Head's responsibilities and accountability necessitates that s/he retains the confidence of the academic faculty through leadership that is exercised in a fair, open and responsive manner. The Head of School is responsible for the effective management of the School, for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. The Head of School will be responsible for developing a budget for the school and managing it in</p>

consultation with the Dean of Faculty and the overall supervision of the NUV Finance Manager and the Vice-Chancellor. He/she will be financially accountable to the University Vice-Chancellor through the Faculty Dean.

The Head of School is responsible for the effective functioning of the School, including identifying needs and opportunities for cross-curricular links within and beyond the School and for ensuring that these are addressed. The Head of School will help establish professional standards to support the Faculty Dean, including managing school staff, guiding and monitoring academics within the Faculty, allocating resources, and developing a coherent School Annual Budget and Implementation Plan, which includes administrative, recruitment, teaching, research marketing and outreach initiatives for the School of Education and the University.

The Head of School is responsible for liaison with other Schools and outside agencies in consultation with the Vice-Chancellor through the Dean of Faculty. It is expected that this task with other responsibilities, may be delegated.

The successful candidate will manage the smooth integration to the university and the delivery of current teacher education and training programs and courses and will oversee the development of new academic programs that serve the purpose of the school and achieve both, national goals and international reputation for research and graduate training. The successful candidate will also ensure that emphasis is put into teacher training in course contents. Excellence in management and program/course development is a top priority for this position. Ideal candidates will have an extensive background in management and administration, finance, education and proven curriculum design skills. Responsibilities include developing and teaching specialized courses. The Head of School would be expected to teach approximately 2-3 subjects per academic year.

Other responsibilities include overseeing quality mentoring/advising of students including research work by Master's and PhD students and leading the creation of career pathways for students both professional and academic.

Fundamental to this position is the ability to work across disciplinary and institutional boundaries, and to collaborate with government agencies, as well as NGOs and private sector partners in Vanuatu and the Pacific region. Effective communication with a variety of stakeholders, including the general public, is essential and consistent with the strategy of the National University of Vanuatu.

We are interested in applicants who will establish a collaborative and interdisciplinary environment of academics, policymakers and professionals.

Key Responsibilities – Detailed Listing

The Head of School will lead course development and teaching related to education programs including, Teacher Education, Curriculum Development, School Leadership and Management, Inclusive Education, Early Childhood Care and Education, Education Psychology and any other educational related fields both at undergraduate and postgraduate level that are of relevance to Vanuatu and the Pacific region, and will assign instruction to Faculty based on the expertise, interests and the needs of the

School of Education that may include establishing and delivering classes in any of the fields mentioned above.

The Head of School will have as key responsibilities the following:

Course Development and Teaching:

- Lead the development and delivery of education programs (Teacher Education, Curriculum Development, School Leadership, Inclusive Education, Early Childhood Care, Education Psychology, etc.) at undergraduate and postgraduate levels.
- Assign instruction to Faculty based on expertise and school needs.

Strategic and Budgetary Planning:

- Review and revise the strategic plan and activities of the school, in consultation with the Senior Management Team and Vice-Chancellor's Office, including the preparation of a staffing and resource plan
- Review the performance of the school in terms of its objectives as stated in its strategic plan and in its staffing and resource plan
- Hold responsibility for all financial matters, including financial planning, budgeting and sustainability, resource allocation, the identification of new sources of income, the monitoring and reporting income, expenses, investments, and cash flow, ensuring the linking of resource allocation to strategic and operational planning, maintenance of appropriate records
- Ensure compliance with university approved financial policies
- Ensuring all staff are aware of the existence and extent of the Universities financial regulations.
- Managing and monitor implementation of the resource allocation process within the school
- Reporting frequently on developments and achievements realised by the School to the Dean and the Vice-Chancellor
- Contribute to the Senior Management Committee, the Senate and Council as required

Staffing:

- In collaboration with HR Manager and in consultation with the Dean and the Vice-Chancellor, deal with staff recruitment matters that fall within the remit of the School
- Sit on the Selection Committees for all appointments in the school
- Create a supportive working environment for all staff in the School and foster their career development
- Ensure that staff review and development is completed in a timely manner
- Complete probation reviews with all newly appointed academic staff
- Allocating duties to staff within the school in accordance with University policies and procedures

- Monitor and advise on external activities of School staff members (consultancy, grants etc) in accordance with university regulations
- Handle grievance procedures for staff (except where a grievance is against the Head of School)
- In consultation with HR Office and Student Academic Support Services, manage relevant disciplinary procedures for either School staff or students
- Maintain an overview of the induction and professional development of academic staff within the School, and to assist in performance management procedures within the University's agreed framework
- Establish an effective structure for School consultation and communication including the chairing of meetings and cross-curricular groups

Management of Teaching, Learning and Research:

- Provide academic and strategic leadership for the school's teaching and research programs, ensuring high-quality practices and compliance with regulations.
- Lead the continuous development, review, evaluation, and revision of School of Education and University policy, processes and standards in to enhance student academic and career success and align with national priorities of Vanuatu.
- Monitor teaching workloads and lead the development of new academic programs and curricula.
- Ensure the regular review, evaluation and development of programmes offered by the school in liaison with the Director Quality Assurance for their accreditation by Senate via the Academic and Assessment Board
- Foster a vibrant research culture of international standard, promoting interdisciplinary collaboration and research initiatives.
- Promote academic excellence, innovation, and student-centered pedagogies.
- Ensure regular review, evaluation, and accreditation of programs.
- Advise on entry requirements and support curriculum development.
- Oversee effective program delivery, integrate digital learning technologies, and facilitate interdisciplinary program development.
- Advise university leadership on school resource needs.

Teaching, Learning and Research (Individual Contribution):

- Develop and teach specialized courses, coordinate instruction, and administer assessments.
- Advise and mentor students, and recruit/supervise postgraduate research students.
- Undertake individual and collaborative research, present findings, and submit articles to peer-reviewed journals.
- Seek external research funding and contribute to outreach and extension programs.

	<ul style="list-style-type: none"> Stay current with discipline-specific national/international research developments. <p>General:</p> <ul style="list-style-type: none"> Represent the school internally and externally, including university committees. Manage information flow, ensure effective school operation, and oversee physical facilities, in consultation with Manager Facilities and SASS Office, as required Ensure compliance with legal requirements and university policies (quality assurance, health and safety, data protection, etc.). Implement decisions of the University Senate and Council. Prepare annual reports and delegate responsibility during absences. Perform other duties as assigned by the Dean or University leadership.
<p>Critical Competencies</p>	<ol style="list-style-type: none"> 1. Perform and behave <i>in a professional manner</i>, with occupational knowledge, accountability and adaptability to changing situations 2. <i>Strive for excellence and relevance</i>, with communication, inclusiveness and teamwork 3. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus
<p>Qualifications</p>	<ul style="list-style-type: none"> ➤ Ph.D. in a field related and relevant to education or any field of knowledge applied to education ➤ Certificate in Higher Education Teaching & Learning, or equivalent
<p>Required Experience and Selection Criteria</p>	<ul style="list-style-type: none"> ➤ Evidence of successful experience in academic administration ➤ Evidence of having both developed and delivered university-level courses ➤ Record of securing external research/educational/ program funding ➤ Meet immigration requirements of the Republic of Vanuatu and commitment to live and work in Port Vila on a “full-time basis”
<p>Preferential Skills and Abilities</p>	<ul style="list-style-type: none"> ➤ An understanding of educational careers and industry skills/HR needs in the Vanuatu and the Pacific ➤ Excellent interpersonal skills, evidenced through experience with working effectively in teams, engagement with private sector, government agencies and professional bodies ➤ Excellent verbal and written communication skills, and demonstrated capacity of communicating technical concepts to both technical and non-technical audiences
<p>Additional Experience and Capacities</p>	<p>Additional qualifications and experience to be considered will include evidence of the ability/commitment/experience to</p> <ul style="list-style-type: none"> ➤ Demonstrated experience supervising postgraduate research ➤ Implement innovative teaching methods

	<ul style="list-style-type: none"> ➤ Develop and maintain active research program ➤ Publish peer-reviewed articles in reputed high impact scientific journals as evidenced by citation record (e.g. in Web of Knowledge or Scopus) ➤ Seek and secure external funding ➤ Develop field-based research projects in Vanuatu and the Pacific Islands ➤ Create a stimulating environment for teaching and learning, ➤ Provide mentorship of students at the post graduate level ➤ Contribute to outreach and marketing activities ➤ Communicate in Bislama language
Language	<p>An ability to deliver course content and communicate fluently in English and French or an adequate knowledge of the French language (written and spoken) with a strong commitment to mastering the French language at the proficiency level (An institutional learning support program is offered to all professors wishing to learn French or improve their communication skills.)</p>
Terms and Conditions of Employment	<p>Three-year, full-time, local contract, with the possibility for extension based on performance.</p>
Remuneration and Benefits	<p>Annual salary range: 6.2 M – 6.5 M VT depending on qualifications and experience + 25 % Benefits</p>
Equal Opportunity	<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>
Contact Person	<p>Potential applicants with specific questions are welcome to contact the hiring committee secretariat at apply@univ.edu.vu</p>
Application Procedures	<p>Candidates should compile the following Application Package:</p> <ol style="list-style-type: none"> 1) a letter of application that includes a comprehensive description of the applicant's academic administration, research and teaching philosophy, and addresses the required preferential capacities, experiences, skills and abilities. 2) a complete CV that includes background, education qualifications, professional experience, and a list of publications and research/extension funding 3) official academic transcripts 4) contact information for three (3) references.

All application package above should be in PDF format and emailed to apply@univ.edu.vu with the following subject line:
Application [YOUR SURNAME] NUV-SOE - Head of School of Education