



Position Description

IDENTIFICATION

Position	Deputy Vice-Chancellor	Position Number	
Reports to	Vice-Chancellor	Supervised by	Vice-Chancellor
Location	Port Vila	Appointment Period	5 years

Purpose of the University

The National University of Vanuatu (NUV) was established in January 2020 under Act No. 34 of 2019 as the national higher education institution of Vanuatu.

NUV provides higher education advancement and lifelong learning through:

- Teaching and learning in English and French
- Research, innovation, and scholarly activity
- Community engagement and international cooperation
- Integration of Indigenous knowledge and national development priorities

NUV operates within national and international quality assurance frameworks and the Academic Regulations Handbook (AR) approved by Senate and Council.

Purpose of the Position

The Deputy Vice-Chancellor (DVC) supports the Vice-Chancellor in providing strategic academic and institutional leadership, ensuring that:

- Academic activities comply with the Academic Regulations
- Teaching, learning, research, and assessment meet approved quality assurance standards
- Academic governance operates effectively through Senate and its committees
- The University's mission, values, and strategic plan are advanced

The DVC acts under the authority of the Vice-Chancellor and exercises delegated responsibilities in accordance with the Act, the Academic Regulations, and Council-approved policies.

Roles and Responsibilities

Executive and Institutional Leadership

The Deputy Vice-Chancellor shall:

- Support the Vice-Chancellor in the management of academic affairs, resources, and institutional functions, in accordance with University regulations.
- Exercise delegated authority of the Vice-Chancellor when formally assigned.
- Contribute to strategic planning, performance oversight, and institutional development.
- Serve as a senior member of the University Executive and leadership team.
- Ensure alignment and shared understanding of institutional strategic priorities across academia
- Promote effective internal communication systems and coordination across Faculties, Schools, and central administration.
- Support institutional change management processes, including structural and policy reforms.

Academic Leadership and Governance

The DVC shall:

- Provide academic leadership across all Faculties, Schools, and academic support units.
- Support and strengthen the functioning of:
 - Senate
 - Academic & Assessment Board
 - Academic Integrity Committee
 - Research and Ethics Committees
- Ensure academic decisions are made through approved governance structures.
- Promote academic freedom, collegiality, and ethical conduct.
- Oversight of Program delivery logistics

Teaching, Learning, and Quality Assurance

The DVC shall:

- Lead academic strategy for teaching and learning across all delivery modes (face-to-face, online, blended).
- Oversee academic quality assurance systems
- Ensure consistent application of:
 - Assessment regulations
 - Appeals and re-assessment procedures
- Monitor academic performance, student progression, retention, and programme outcomes.
- Promote innovation in pedagogy, curriculum design, and student-centred learning.
- Ensure alignment of programmes with national priorities and labour market needs.

Integration of PSET Schools under NUV

The DVC shall:

- Provide strategic leadership for the integration of Post-School Education and Training (PSET) institutions into the University.
- Oversee the academic alignment and harmonisation of PSET programmes with University standards, including curriculum, assessment, and certification frameworks.
- Ensure the progressive integration of governance, quality assurance, and reporting systems across PSET schools and University structures.
- Support capacity building of PSET academic and administrative staff to meet University standards.
- Ensure integration processes are inclusive, transparent, and sensitive to institutional identities.
- Identify and manage risks associated with integration, including academic quality, staffing, infrastructure, and student experience.
- Monitor and report on integration progress, outcomes, and challenges to the Vice Chancellor, Senate, and Council.

Academic Integrity and Ethical Standards

The DVC shall:

- Uphold and promote academic integrity across teaching, learning, assessment, and research.
- Support the proper handling of academic misconduct cases through established committees and procedures.
- Ensure responsible and transparent use of generative AI in academic work, consistent with University policy.
- Promote procedural fairness and confidentiality in misconduct and appeal processes.

Research Leadership and Ethics

The DVC shall:

- Provide leadership for research strategy, capacity building, and scholarly excellence.
- Ensure research activities comply with:
 - Ethics approval requirements
 - Indigenous knowledge and FPIC principles
 - Intellectual property and data governance rules
- Support supervision quality at postgraduate and doctoral levels.
- Promote internal, regional, and international research collaboration.
- Support the mobilisation of research funding.

People Leadership and Workforce Development

The DVC shall:

- Supervise Deans and Directors (as delegated).

- Support transparent, merit-based recruitment of academic staff.
- Oversee academic performance, development, and mentoring.
- Support promotion and progression processes in accordance with approved criteria.
- Foster an inclusive, bilingual, and culturally respectful academic environment.

Finance, Accountability, and Reporting

Under delegation from the Vice-Chancellor, the DVC may:

- Support academic input into budget planning and resource allocation.
- Contribute to the preparation of reports and data required for:
 - Council
 - Government
 - Quality assurance bodies
- Support the Vice-Chancellor to ensure accurate financial records and the preparation of annual financial statements.
- Support the Vice-Chancellor to ensure annual accounts are audited within three months of the end of each financial year
- Support the Vice-Chancellor to ensure the timely preparation of the University's annual report for submission to the Prime Minister within 90 days of each financial year end.

External Engagement and Partnerships

The DVC shall:

- Represent the University nationally and internationally as delegated.
- Build partnerships with:
 - Government agencies
 - Industry and employers
 - Other universities and research institutions
- Support community engagement aligned with national priorities.
- Promote the University's academic profile and reputation.

Person Specifications

Education and Experience

- Doctoral qualification (PhD) or a Master's degree with exceptional academic leadership standing.
- Minimum 10 years' senior leadership experience in higher education or a comparable institution.
- Proven academic standing with credibility in teaching, research, and governance.
- Demonstrated experience in academic quality assurance and policy development.
- Bilingual proficiency in English and French.
- Experience in regional or international higher education settings.
- Experience in research leadership and ethics governance.

Knowledge

- Higher education governance and academic regulations.
- Program accreditation and quality assurance frameworks.
- Research ethics, integrity, and supervision standards.
- Indigenous knowledge engagement and FPIC principles.
- Strategic planning and institutional performance monitoring.

Skills

- Strategic leadership and decision-making.
- Policy development and implementation.
- High-level communication and stakeholder engagement.
- Conflict resolution, negotiation, and collegial leadership.
- Data-informed planning and performance reporting.
- Digital literacy and familiarity with academic management systems.

Leadership Attributes

- Integrity, fairness, and strong ethical judgement.
- Commitment to academic excellence and continuous improvement.
- Ability to lead in a bilingual, multicultural context.
- Resilience and adaptability in a developing institution.
- Visible, approachable, and respected academic leader.