

JOB DESCRIPTION

POST: Director of Training and Academic Affairs

SALARY Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000
SCALE: – 88,250 x 3,125 – 97,625

Salary will be commensurate with qualifications and experience

QUALIFICATIONS:

- A. A first degree from a recognised institution; and
- B. A postgraduate degree in Management/ Administration/ Economics/ Finance from a recognised institution, or an equivalent qualification acceptable to the Board.

EXPERIENCE

At least five years' experience in the management of training courses/co-ordinating programmes at a recognised institution(s), developing training programmes or academic courses and curricula in either the public or private sector.

Desirable skills :

- (i) leadership qualities, interpersonal skills and capacity to work under pressure;
- (ii) work in a team;
- (iii) proficient in Information Technology; and
- (iv) understanding of e-learning techniques.

Candidates should produce written evidence of knowledge and experience claimed.

ROLES & RESPONSIBILITIES:

The Director of Training and Academic Affairs will be called upon to mainly develop training strategies, develop action plans, manage training courses, prepare, facilitate, monitor, evaluate and document training activities. Other activities will consist to conduct Training Needs Analysis to identify courses, develop training handbooks, e-materials, etc., manage a pool of resource persons, facilitate learning, manage training courses (organisation, delivery, logistic, feedback, etc.) and to conduct research. The Director of Training and Academic Affairs will report to the Director-General.

DUTIES:

1. To develop training strategy for the College;
2. To identify training and development needs within organisations through regular consultation with stakeholders and human resources departments;
3. To design and expand training and development programmes based on the needs of organisations;
4. To manage the delivery of training or academic programmes;
5. To develop and devise learning plans and produce training materials;
6. To train and manage resource persons, ensuring they are qualified, motivated, and equipped to deliver high-quality training;
7. To conduct performance evaluation of resource persons and provide feedback for continuous improvement;
8. To develop and implement quality assurance processes to evaluate and enhance the effectiveness of academic and training programmes;
9. To conduct regular assessments, reviews, and audits to ensure compliance with educational standards;
10. To develop and enforce policies related to academic and training programmes, ensuring adherence to accreditation requirements, legal standards, and organisational guidelines;
11. To be involved in the creation and/or delivery of e-learning courses where necessary;
12. To research new technologies and methodologies in learning;
13. To develop network with other institutions (local and/or overseas);
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director of Training and Academic Affairs in the roles ascribed to him/her.

Note: The Director of Training and Academic Affairs may be required to work outside normal office hours including Saturdays, Sundays and Public holidays.