<table>
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<tr>
<th>Age Limit:</th>
<th>Candidates, unless already in the public service, should not have reached their 45th birthday by the closing date for the submission of applications.</th>
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<tbody>
<tr>
<td>Mode of Employment:</td>
<td>On a full-time contractual basis for a period of three years</td>
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<td>Salary</td>
<td>Rs 119,500 per month</td>
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| Qualifications: | A. A degree in Science or Technology or Engineering or Mathematics from a recognized institution.  
B. A Master’s Degree in Business Administration or Management or Education from a recognized institution  
OR  
Equivalent qualifications to A and B acceptable to the Council of the Institute of Technical Education and Technology  
C. Candidates should:  
(i) reckon at least ten years’ experience at managerial level;  
(ii) have a knowledge of the education sector;  
(iii) possess strong leadership skills;  
(iv) possess strong interpersonal and communication skills;  
(v) be visionary, result-oriented and able to establish excellent rapport with industry for academic and professional advancement of the Institute of Technical Education and Technology;  
(vi) possess administrative and managerial abilities;  
(vii) have a high sense of responsibility and accountability;  
(viii) be of proven integrity and have a drive for sound judgement;  
(ix) possess strong analytical skills and be able to adopt a multi-disciplinary approach to problem-solving;  
(x) be proactive and have the ability to meet time bound targets;  
(xi) be able to project effectively an excellent image of the Institute of Technical Education and Technology both internally and externally; and  
(xii) be computer literate. |
| Duties: | As per Annex |
Gratuity equivalent to two months’ salary on completion of 12 months’ satisfactory service to contract officer as per Pay Research Bureau Report 2021. |
| Termination of contract | The contract may be terminated, by either party, by giving a minimum of one month’s written notice or by paying one month’s salary in lieu of notice. |
| Confidentiality Clause | Any official information acquired in the course of the official duties should not be disclosed except with the express authority of the Minister. The obligation shall continue after the termination of the contract. |
LIST OF DUTIES

1. To provide-
   (i) leadership and direction through policy formulation, development and implementation to ensure accountability and responsibility for efficient and effective compliance with rules, laws, regulations, policies and procedures;

   (ii) thought leadership to the Institute of Technical Education and Technology to motivate and inspire staff to innovate and produce high quality and work-ready educational provision across the technical education centres; and

   (iii) effective leadership to ensure that line managers are actively implementing the policies and procedures and to promote fairness and equity in the conduct of their roles.

2. To be responsible for the control and management of the Institute of Technical Education and Technology.

3. To develop, direct and establish responsive, proactive, sound and accountable fiscal budget, human resources and programme management.

4. To foster an atmosphere of cooperation, respect and collaboration among all stakeholders on the campus including faculty, staff and students.

5. To facilitate, support and enhance opportunities for the Institute of Technical Education and Technology to engage in new and innovative courses by assisting faculties, staff and administrators in the management and development of courses.

6. To develop:
   (i) key performance indicators (KPIs) to enable the Institute of Technical Education and Technology to respond to the industry/higher education needs and to ensure high quality in the delivery of services;

   (ii) strategies to better position the Institute of Technical Education and Technology and to establish linkages with local, regional and international institutions; and

   (iii) the Institute of Technical Education and Technology into an institution of excellence in teaching, training, applied research, consultancy and other related services and to provide guidance thereon.

Ctd/…
7. To ensure Quality Assurance in programme development, delivery and assessment.

8. To pre-empt and prepare short, medium and long-term imperatives of the Institute of Technical Education and Technology to make it a relevant and sustainable entity in the educational fabric of the country.

9. To create strategic, financial and operating plans for income generation and growth of activities.

10. To encourage innovation through technology and otherwise in all aspects of the running of the Institute of Technical Education and Technology with a focus on efficiency, effectiveness and sustainability.

11. To monitor and control established programme delivery targets and to make necessary budgetary adjustments in order to respond to any shift in target.

12. To instill a performance-based culture and periodically review and conduct the performance appraisal of the Institute of Technical Education and Technology and staff.

13. To develop and implement initiatives aimed at promoting and maintaining cultural exchanges across the clusters of the Institute of Technical Education and Technology and external stakeholders.

14. To use ICT in the performance of his duties.

15. 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 in the roles ascribed to him.

Date: 25TH AUGUST 2023