

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Manager, Technical Education Centre

Qualifications: A. A Degree in Science or Technology or Engineering or Mathematics from a recognised Institution.

Or

An equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology.

B. Candidates should –

- (i) reckon at least eight years' experience in Teaching, Curriculum development or Technical Education inclusive of at least three years' experience in managing an institution/department in the Education sector;
- (ii) possess strong leadership, management, communication and interpersonal skills;
- (iii) possess good analytical skills and have the ability to think proactively;
- (iv) have knowledge in national and international educational norms and standards;
- (v) have experience in quality audit in the Education Sector;
- (vi) be of high level trust, integrity and accountability; and
- (vii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To be responsible for the overall management of a Technical Education Centre including the Human Resources, Capital, Finance and Quality Audit systems and processes.
 2. To elaborate and implement educational development plans and activities and ensure that the educational programmes are aligned with the emerging needs of higher education institutions/industries and other relevant agencies/bodies.
 3. To prepare budgets for the Centre and ensure their timely effective implementation.
 4. To establish a technologically conducive environment including the use of an appropriate Management Information System and e-learning facilities.

5. To ensure that the required digital tools are made available to facilitate students learning.
6. To oversee progress in all areas of school performance through agreed indicators and monitoring progress towards their achievement.
7. To ensure that Occupational Safety and Health norms and regulatory standards are maintained and that Risk Assessments, Safety and Health plans as well as general safety measures are strictly complied with.
8. To develop and maintain a high standard of cultural and social values, overall discipline, good customer service and equity for students with specific needs/abilities.
9. To be responsible for the implementation, proper functioning and maintenance of a Performance Management System.
10. To keep abreast of new trends and developments in technical and technology education.
11. To ensure that the Physical Asset Management of the Centre is compliant with regulations and policy directives including inventory and planned maintenance schedules.
12. To establish and implement a sound communication network, ensuring effective communication at all levels as well as providing the guidance, coaching and required motivation to staff with a view to enhance their work performance.
13. To seek opportunities for contributing to the sustainable development of the Centre.
14. To be accountable to the Director of the Institute of Technical Education and Technology for the efficiency and effectiveness of the Centre.
15. To use ICT in the performance of his duties.
16. 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 Manager, Technical Education Centre in the roles ascribed to him.

Salary: (Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs49,250 (within range Rs 49,250--85,250)