

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Technical Education Centre Executive

- Qualifications:**
- A. A Degree in Management from a recognized institution or an equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology.
 - B. Candidates should:
 - (i) possess excellent leadership and managerial skills;
 - (ii) have the ability to lead a team of officers;
 - (iii) be committed and trustworthy;
 - (iv) be able to work under pressure and take initiatives;
 - (v) possess good communication and interpersonal skills;
 - (vi) be computer literate; and
 - (vii) have a knowledge of first aid.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
- 1. To assist the Manager, Technical Education Centre in:
 - (i) all matters pertaining to human resource, finance, procurement and supply to be attended at the Centre;
 - (ii) the general administration and day-to-day running of the Centre,
 - (iii) the enforcement of safety and security protocols;
 - (iv) planning, organizing and supervising the work of supporting staff and employees of the Workmen's Group at the Centre;
 - (v) ensuring the effective implementation of an appropriate Performance Management System for employees;
 - (vi) the establishment and consolidation of a technology driven and sustainable learning environment;
 - (vii) supporting the implementation of policies in line with approved ITET Development Plan;
 - (viii) implementing and maintaining an effective Physical Asset Management System including the regular updating of inventories; and
 - (ix) organising official functions and other Centre activities, as and when required.

2. To ensure that the premises, furniture and equipment of the Centre are properly maintained and to make necessary arrangements for prompt repair whenever required.
3. To be the focal point for first aid and liaise with the Safety and Health Officer covering the Centre for a hazard-free environment at all times.
4. To act as the liaison between the Manager, Technical Education Centre and responsible parties, Parent Teachers' Association, institutions, and other stakeholders providing necessary services to the Centre.
5. To represent the Centre in committees, as and when required.
6. To ensure that arrangements are made for the smooth running of examinations and counsel students on non-pedagogical issues such as date of examinations, entry for examinations, fees payable and other related information.
7. To support the Manager, Technical Education Centre in maintaining discipline and creating an environment conducive to learning.
8. To assist the Manager, Technical Education Centre in the preparation of time-tables and in matters regarding classroom allocation.
9. To liaise with the National Land Transport Authority for issue of identity cards to students and to monitor the exercise.
10. To look after the general welfare of students and maintain/ update records of attendance of students (including absences, lateness, etc.) report books and mark lists.
11. To perform data capture operations in computerised systems and to ensure that databases are maintained updated.
12. To use ICT in the performance of his duties.
13. 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 Technical Education Centre Executive in the roles ascribed to him.

Salary:(Negotiable based on qualification and proven work experience)
Minimum /Starting point Rs 37,125 (within range Rs 37,125—66,650)