

JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Director Administration

Title: Accountant

Department: Admin

2. PRINCIPLE ACCOUNTABILITIES

Provide advice to the Accountant and as required on finance matters. Timely disbursement of funds for approved programmed activities and claims. Maintain all financial records and effective internal financial and administrative control procedures.

3. MAJOR RESPONSIBILITIES

The Accountant is primarily responsible for:

- Review and develop appropriate finance and accounting policies and guidelines in compliance with national laws including, income tax laws, labour laws and other best practice finance policies;
- Plan, direct and manage the functions and operations of the accounting branch, which includes accounting, financial management and reporting, budgeting, control systems and related activities;
- Ensure the accounting and record procedures pertaining to receipt and payments, and operating systems are effectively implemented, updated and maintained; Ensure appropriate ledgers by vote codes and programs are appropriately kept for divisional reporting purposes.
- Ensure accurate financial performance reports are prepared and submitted to the Managing Director, in a timely fashion and in the appropriate format.
- Provide leadership in meeting statutory reporting obligations by submitting Financial Reports, bank reconciliations and other reports in a timely manner on a monthly, quarterly and annual basis.
- Provide professional advice and training to senior management and managers on finance administration policies and procedures;
- Provide leadership, supervision and guidance (including annual performance appraisals) to team members to support their individual professional development and to enable them to contribute effectively to Institutions objectives.
- Provide leadership in audit queries on matters pertaining to finance and accounting;
- Undertake any other duties as directed by Managing Director.

4. REQUIRED SKILLS AND ABILITIES

- Demonstrated management and leadership skill and ability to supervise and develop result oriented work teams, including experience with performance management processes.
- Good analytical skills to assess problem areas, make recommendations, manage risks, and implement improvements.
- Strong negotiation skill required in influencing mutually beneficial stakeholder relationships.
- Excellent oral, written, and interpersonal skills, including the ability to write complex reports.
- Good computers literacy skills, including the ability to use Microsoft Word, Excel, PowerPoint and Outlook and accounting software.
- Sound knowledge of national and international best practice approaches in accounting and financial management.
- Sound knowledge of legislation particular to finances, eg Internal Revenue Commission tax laws, Audit Act, Super Funds Act.

5. EDUCATION AND EXPERIENCE

- A bachelor degree in accounting or commerce.
- CPA qualification would be an advantage.
- At least five years relevant work experience at a supervisory or managerial level in a complex organisation in the public or private sector.
- Demonstrated high standards of personal integrity and honesty.

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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JOB DESCRIPTION**1. ORGANISATIONAL RELATIONSHIP**

Reports to: Director Student Service

Title: Catering Manager

Department: Student Service

2. PRINCIPLE ACCOUNTABILITIES

To operate and develop the catering service at the School within the terms of the catering policy, making efficient and economic use of resources. To ensure that the School's reputation for quality food and services is enhanced. To ensure that all catering operations are conducted according to Schools Policy. To administer Catering Establishment controls, keep adequate records.

3. MAJOR RESPONSIBILITIES

- 3.1 Responsible for all personnel assigned to work in the Catering Team
- 3.2 To co-operate in the formulation of and implementation of food safety legislation procedures necessary for the running of a quality catering service.
- 3.3 To improve and then maintain the customer experience by liaising with customers, both internally and externally.
- 3.4 Responsible for the preparation, cooking and presentation of meals to the standards and castings defined by the School, and take a hands on approach.
- 3.5 Responsible for the purchase of all consumables, non-consumables and light equipment and liaise with the suppliers.
- 3.6 Responsible for the Catering Service's premises and equipment, notifying the (director) of the need for any planned or unplanned maintenance in line with the School Health, Safety and Hygiene Policy.
- 3.7 Responsible for ensuring the status of any maintenance is documented

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Experience of managing a high volume food production outlet.
- 4.2 Team Leadership skills.

5. EDUCATION AND EXPERIENCE

- 5.1 Intermediate or advanced Food Hygiene certification
- 5.2 Qualification in Food and Beverage
- 5.3 More than 5 years of management experience in the similar field

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Principal
Title: College Registrar
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

The Office of the Registrar is responsible for ensuring that each current and former student's record accurately reflects the student's admission including the application, external transcripts and letters of recommendation; course registration; grades; grade changes; academic standing and disciplinary proceedings; degrees; leaves of absence; withdrawals; requests for the release of non-directory information including transcripts; requests for changes to bio/demographic information; and all related correspondence.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 The Office of the Registrar maintains the course catalog and ensures it accurately reflects courses approved by each school's respective committee.
- 3.2 The Office of the Registrar coordinates the registration process for each term.
- 3.3 The Office of the Registrar collects and maintains final grades for all schools and programs within the institution, changes final grades as requested by appropriate faculty, ensures final grades are entered on a timely basis, and changes incomplete grades according to institutional and school policies.
- 3.4 The Office of the Registrar monitors and protects the grading process, and distributes a missing grades report to each school for follow up.
- 3.5 The Office of the Registrar records all academic standing and disciplinary decisions and at a minimum, retains the initial notification letter to the student, the student's appeal letter(s), any hearing minutes or notes, and final outcome letter(s).
- 3.6 The Office of the Registrar records all board scores that are considered degree requirements.
- 3.7 The Office of the Registrar records leaves of absence and withdrawals.
- 3.8 The Office of the Registrar produces official transcripts, and verifies dates of attendance, enrollment, degrees, graduation dates, academic and disciplinary standing and other information as requested and

authorized by current and former students on behalf of all schools and programs within the institution, or as otherwise required by law.

- 3.9 The Office of the Registrar modifies bio/demographic information including but not limited to names, citizenship, race/ethnicity, for all current and former students upon verification.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.2 Knowledge of education policies and teaching principals;
- 4.3 Strong research and presentation skills
- 4.4 Ability to work collaboratively
- 4.5 Excellent command of English
- 4.6 Ability to maintain calm composure in stressful situations
- 4.7 Good management and organisation skills.
- 4.8 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Business Management or equivalent;
- 5.2 More than three years of Experience in Work in similar field.

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Accountant
Title: Finance Officer
Department: Admin

2. PRINCIPLE ACCOUNTABILITIES

The Finance Officer, under the direction of the accountant, provides financial services, including accounts payable and accounts receivable.

3. MAJOR RESPONSIBILITIES

- Process direct debits as per schedule
- Camp payments / reconciliations
- Accounts payable – match purchase orders to invoices, verify the accuracy of invoices, obtain signature approvals and reconcile supplier statements
- Liaise with suppliers to resolve account and payment queries
- Allocate and process invoices
- Assist with bank reconciliations

4. REQUIRED SKILLS AND ABILITIES

- Significant experience of organizing office procedures
- Good practical experience with office management software like MS Office
- Strong problem-solving and organization skills
- Excellent communication skills with close attention to detail
- High school diploma; a certification in Office Administration will be a bonus
- Ability to problem-solve.
- Sufficient experience in administration roles working in an office environment or the ability to learn quickly
- Adept in MS Office and office equipment.
- Must be a good multitasked.
- Excellent communication, interpersonal, and organizational skills.
- Familiar with the employment Acts and Practices in PNG.
- Familiarity with financial and facilities management principles
- Proficient in MS Office
- An analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities
- A team player with leadership skills

5. EDUCATION AND EXPERIENCE

5.1 Diploma in Accounting

5.2 At least three years of related experience required.

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JOB DESCRIPTION

1. ORGANISATIONAL RELATIONSHIP

Reports to: Principal

Title: Student Service Director

Department: Student Service

2. PRINCIPLE ACCOUNTABILITIES

The overall purpose of the role is to provide administrative services and assists in the effective development and operation of Student Services at the Institution.

3. MAJOR RESPONSIBILITIES

- 3.1 As the first point of contact in Student Services, the Student Services Officer provides reception services within the department which includes assisting with admissions, student behaviour cases, security issues related to students, public relations initiatives, and providing general information related to Student Services.
- 3.2 Remains available throughout the day for questions from students.
- 3.3 Ensure student feedback is obtained in order to maintain the highest levels of student satisfaction.
- 3.4 Respond to walk-in and locally-received telephone enquiries in reception
- 3.5 Deal with visitors or guests as and when required.
- 3.6 Updates and maintains the School database with student details.
- 3.7 Carries out general filing and photocopying as required for the School.
- 3.8 Assists the management team with administrative tasks as required
- 3.9 The incumbent supports college advancement activities by assisting in the organization and promotion of student events and conferences.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Excellent administrative and organisational skills
- 4.2 Professional telephone manner combined with a high level of spoken and written English
- 4.3 Accuracy, attention to detail and a systematic approach
- 4.4 Ability to multi-task and deliver against a number of priorities
- 4.5 Good working knowledge of Microsoft Office packages
- 4.6 Effective communicator

5. EDUCATION AND EXPERIENCE

- 5.1 Educated to degree level or equivalent
 - 5.2 Has relevant experience in education sector
 - 5.3 Has experience working in a customer service role
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1. POSITION DESCRIPTION

Reports to: Manager HR and Admin

Title: HR Officer

Department: Operations

2. PRINCIPLE ACCOUNTABILITIES

The Human Resource Officer will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.

3. MAJOR RESPONSIBILITIES

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Attend to HR Queries
- Maintains the integrity and confidentiality of human resource files and records. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR function.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Performs other duties as assigned.
- Recruitment and Selection
- Employee Orientation and Induction
- Assist with employee performance management
- Assist with employee payroll management

4. REQUIRED SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

5. EDUCATION AND EXPERIENCE

- Diploma in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- Familiar with PNG Employment Act

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MANAGING DIRECTOR:

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Director Administration
Title: ICT Management Officer
Department: Admin

2. PRINCIPLE ACCOUNTABILITIES

The ICT is responsible for securing and managing all ICT requirements for the Institution. The position provides leadership and strategic direction, and manages the ICT activities to ensure the delivery of efficient and effective corporate services, mainly in the areas of ICT Systems Administration, Help Desk Support and Training

3. MAJOR RESPONSIBILITIES

The ICT is primarily responsible for:

- 3.1** Ensure ICT policy and procedures to support the Institution's services and achievement of strategic and operational objectives are regularly reviewed and updated in a timely manner.
- 3.2** Oversee and manage the delivery of effective and efficient ICT support to Institution staff including recommendations to trouble-shoot any issues hindering the delivery of Department services.
- 3.3** Ensure that timely advice is available to Divisional staff on the use of ICT, as an enabling factor in effectively managing and improving management information within the Department and sector
- 3.4** Undertake leading research on emerging ICT technologies and their potential implications on the strategic and operational objectives of the Institution.
- 3.5** Provide leadership, supervision and guidance (including annual performance appraisals) to team members to support their individual professional development and to enable them to contribute effectively to Institution objectives.
- 3.6** Ensure that staff training and development needs relating to developing and using ICT systems are regularly identified, implemented and reviewed.
- 3.7** Ensure that the director and the principal are regularly updated on all aspects, including any issues of concern, of the ICT operations.
- 3.8** Ensure that ICT security systems and procedures are in place and are regularly updated, to protect data use, management, confidentiality and security, including any back-up measures.
- 3.9** Provide strategic advice and contributions to corporate and sector plans, and accurate, timely and reliable reports on all matters within the Division's function
- 3.10** Other tasks and duties as directed by the Managing Director.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Demonstrated ability to lead and manage a small team towards achieving corporate objectives.
- 4.2 Demonstrated ability to establish strong working relationships with a wide range of stakeholders and external support providers
- 4.3 Good analytical skills to assess problem areas, make recommendations, and implement improvements.
- 4.4 Excellent organisation and planning skills in managing demanding workload in a dynamic environment with conflicting demands.
- 4.5 Excellent knowledge of ICT hardware (eg servers, routers, network cards, etc), protocols and standards
- 4.6 Excellent knowledge of common operating systems and applications
- 4.7 Extensive knowledge of industry standards in visualization technologies and its implementation
- 4.8 Knowledge and understanding of system flow charts, data processing concepts, and telecommunication principles.
- 4.9 Knowledge of relational data bases and information systems.

5. EDUCATION AND EXPERIENCE

- 5.1 Postgraduate qualifications in ICT or equivalent.
- 5.2 Extensive experience in managing and configuring effective and efficient enterprise-wide ICT strategies solutions
- 5.3 Experience of coordinating and/or delivering projects within a given timeframe and budget, from concept to implementation
- 5.4 Demonstrated high standards of personal integrity and honesty.

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Manager HR and Admin

Title: Housekeeping Attendant

Department: Operations

2. PRINCIPLE ACCOUNTABILITIES

A housekeeping attendant is responsible for all basic cleaning in and around the facility or office building. This can entail dusting, mopping, sweeping, vacuuming, and cleaning smudges off windows and doors. Ensuring restrooms are cleaned, sanitized, and restocked is another important responsibility of a cleaner.

3. MAJOR RESPONSIBILITIES

- Vacuuming, sweeping, and mopping floors of various types.
- Dusting ceilings, light fittings, countertops, and loose furniture.
- Scrubbing and sanitizing toilets, sinks, and kitchen fixtures.
- Emptying trash cans.
- Washing and drying windows.
- Liaising with the line manager to ensure that you have sufficient cleaning products at all times.
- Reporting any breakages that occur during the cleaning process.
- Informing the line manager of repairs that need to be done.
- Contribute to a safe working & learning environment Practicing safe work methods Proper use of safety equipment Active participation to eliminate & minimise workplace risks

4. REQUIRED SKILLS AND ABILITIES

- Able to use a variety of cleaning products and equipment
- Able to stand for extended periods of time.
- Excellent organizational skills.
- Able to complete tasks on time with minimal supervision.
- Available to work mornings and evenings, plus weekends, as needed.

5. EDUCATION AND EXPERIENCE

- High school diploma or equivalent is advantageous.
 - Proven experience in a similar role.
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MANAGING DIRECTOR:

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Managing Director
Title: Lecturer Office Administration
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

Responsible for teaching students about the field of Office Administration.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Planning and Preparing day to day activities and lectures ;
- 3.2 Delivering lectures on time and as per syllabus;
- 3.3 Conducting and supervising tests and examinations;
- 3.4 Assigning projects and assignments to students
- 3.5 Study student activities and performance plans;
- 3.6 Develop assignments and lesson plans'
- 3.7 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.8 Provide Constructive feedback to students
- 3.9 Oversee classroom activities, facilities and equipment;
- 3.10 Create and modify course materials;
- 3.11 Evaluate student's course work;
- 3.12 Develop and implement assessment strategies;
- 3.13 Develop, implement, and maintain policies and procedures within the classroom;
- 3.14 Enforce school policy and regulations;
- 3.15 Provide feedback to improve teaching effectiveness.
- 3.16 Develop subject curriculum;
- 3.17 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Business Management or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in Work and or Teaching
- 5.4 A Bachelor Degree in Human Resource Management or equivalent;
- 5.5 Diploma in Teaching
- 5.6 Experience in Work and or Teaching
- 5.7 Bachelor's degree in Education
- 5.8 A post graduate degree is preferred
- 5.9 Pervious work experience in the education industry
- 5.10 Expertise in subject area;
- 5.11

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Managing Director
Title: Lecturer Sales and Marketing
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

Responsible for teaching students about the field of Sales and Marketing.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Planning and Preparing day to day activities and lectures ;
- 3.2 Delivering lectures on time and as per syllabus;
- 3.3 Conducting and supervising tests and examinations;
- 3.4 Assigning projects and assignments to students
- 3.5 Study student activities and performance plans;
- 3.6 Develop assignments and lesson plans'
- 3.7 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.8 Provide Constructive feedback to students
- 3.9 Oversee classroom activities, facilities and equipment;
- 3.10 Create and modify course materials;
- 3.11 Evaluate student's course work;
- 3.12 Develop and implement assessment strategies;
- 3.13 Develop, implement, and maintain policies and procedures within the classroom;
- 3.14 Enforce school policy and regulations;
- 3.15 Provide feedback to improve teaching effectiveness.
- 3.16 Develop subject curriculum;
- 3.17 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Business Management or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in Work and or Teaching
- 5.4 A Bachelor Degree in Human Resource Management or equivalent;
- 5.5 Diploma in Teaching
- 5.6 Experience in Work and or Teaching
- 5.7 Bachelor's degree in Education
- 5.8 A post graduate degree is preferred
- 5.9 Pervious work experience in the education industry
- 5.10 Expertise in subject area;

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1. POSITION DESCRIPTION

Reports to: Principal
Title: Lecturer-Automotive
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

The automotive technology instructor will demonstrate - through hands-on training and classroom instruction - proper technique, safety procedures which are essential skills of professional automotive technicians. The Automotive Tech Instructor will teach students through class demonstrations, lecture, audio visual aids and hands-on training. The automotive technology instructor will provide instruction in the basic techniques of the automotive industry.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Teach concepts and skills in the automotive industry.
- 3.2 Coordinate and supervise work-based learning projects within the campus or community-based projects.
- 3.3 Develop, plan, organize and maintain effective classroom management strategies in alignment with the school's policies, guidelines and procedures.
- 3.4 Develop, implement and monitor safety policies and procedures for all automotive related activities, equipment and tools used in automotive repair trades;
- 3.5 Guide students in making career-related decisions and provide students with instruction on general employment skills including (but not limited to) communication skills, job retention skills and resume writing.
- 3.6 Develop industry partnerships and collaborate with partners regarding program initiatives and training methodologies.
- 3.7 Monitor, grade, and evaluate students' progress.
- 3.8 Maintain appropriate student assessments and records and submit timely progress reports and grades.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Engineering or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in work and or Teaching
- 5.4 Bachelor's degree in Education
- 5.5 A post graduate degree is preferred
- 5.6 Pervious work experience in the education industry
- 5.7 Expertise in subject area;

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Managing Director
Title: Lecturer Business Accounting
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

The overall purpose of the role is to provide leadership and management of the delivery of the Business Accounting program and the courses offered.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Ensure lecturers are delivered on time and as per syllabus;
- 3.2 Develop assignments and lesson plans'
- 3.3 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.4 Oversee classroom activities, facilities and equipment;
- 3.5 Create and modify course materials;
- 3.6 Evaluate student's course work;
- 3.7 Develop and implement assessment strategies;
- 3.8 Develop, implement, and maintain policies and procedures within the classroom;
- 3.9 Enforce school policy and regulations;
- 3.10 Provide feedback to improve teaching effectiveness.
- 3.11 Develop subject curriculum;

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.2 Strong ability to establish and maintain productive working relationships with other faculty and staff.

- 4.3 Knowledge of education policies and teaching principals;
- 4.4 Strong research and presentation skills
- 4.5

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Accounting or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in work and or Teaching
- 5.4 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 5.5 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 5.6 Knowledge of education policies and teaching principals;
- 5.7 Strong research and presentation skills

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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(To be signed by occupant upon appointment to position or amendment to Position Description)

MANAGING DIRECTOR:

DATE

JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Managing Director
Title: Lecturer Business Management
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

Responsible for teaching students about the field of Business Management.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Planning and Preparing day to day activities and lectures ;
- 3.2 Delivering lectures on time and as per syllabus;
- 3.3 Conducting and supervising tests and examinations;
- 3.4 Assigning projects and assignments to students
- 3.5 Study student activities and performance plans;
- 3.6 Develop assignments and lesson plans'
- 3.7 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.8 Provide Constructive feedback to students
- 3.9 Oversee classroom activities, facilities and equipment;
- 3.10 Create and modify course materials;
- 3.11 Evaluate student's course work;
- 3.12 Develop and implement assessment strategies;
- 3.13 Develop, implement, and maintain policies and procedures within the classroom;
- 3.14 Enforce school policy and regulations;
- 3.15 Provide feedback to improve teaching effectiveness.
- 3.16 Develop subject curriculum;
- 3.17 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Business Management or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in Work and or Teaching
- 5.4 A Bachelor Degree in Human Resource Management or equivalent;
- 5.5 Diploma in Teaching
- 5.6 Experience in Work and or Teaching
- 5.7 Bachelor's degree in Education
- 5.8 A post graduate degree is preferred
- 5.9 Pervious work experience in the education industry
- 5.10 Expertise in subject area;

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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MANAGING DIRECTOR:

DATE

JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Principal
Title: Lecturer-Construction
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

To deliver inspiring training and education. To support all aspects of a student's learning experience and to ensure that this is coordinated in a coherent, meaningful manner for each individual.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Planning and Preparing day to day activities and lectures ;
- 3.2 Delivering lectures on time and as per syllabus;
- 3.3 Conducting and supervising tests and examinations;
- 3.4 Assigning projects and assignments to students
- 3.5 Study student activities and performance plans;
- 3.6 Develop assignments and lesson plans'
- 3.7 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.8 Provide Constructive feedback to students
- 3.9 Oversee classroom activities, facilities and equipment;
- 3.10 Create and modify course materials;
- 3.11 Evaluate student's course work;
- 3.12 Develop and implement assessment strategies;
- 3.13 Develop, implement, and maintain policies and procedures within the classroom;
- 3.14 Enforce school policy and regulations;
- 3.15 Provide feedback to improve teaching effectiveness.
- 3.16 Develop subject curriculum;
- 3.17 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Engineering or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in work and or Teaching
- 5.4 Bachelor's degree in Education
- 5.5 A post graduate degree is preferred
- 5.6 Pervious work experience in the education industry
- 5.7 Expertise in subject area;

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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MANAGING DIRECTOR:

DATE

JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Managing Director
Title: Lecturer Human Resource Management
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

Responsible for teaching students about the field of Human Resource Management.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Planning and Preparing day to day activities and lectures ;
- 3.2 Delivering lectures on time and as per syllabus;
- 3.3 Conducting and supervising tests and examinations;
- 3.4 Assigning projects and assignments to students
- 3.5 Study student activities and performance plans;
- 3.6 Develop assignments and lesson plans'
- 3.7 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.8 Provide Constructive feedback to students
- 3.9 Oversee classroom activities, facilities and equipment;
- 3.10 Create and modify course materials;
- 3.11 Evaluate student's course work;
- 3.12 Develop and implement assessment strategies;
- 3.13 Develop, implement, and maintain policies and procedures within the classroom;
- 3.14 Enforce school policy and regulations;
- 3.15 Provide feedback to improve teaching effectiveness.
- 3.16 Develop subject curriculum;
- 3.17 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Human Resource Management or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in Work and or Teaching
- 5.4 Bachelor's degree in Education
- 5.5 A post graduate degree is preferred
- 5.6 Pervious work experience in the education industry
- 5.7 Expertise in subject area;

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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DATE

JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Managing Director
Title: Lecturer IT
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

Responsible for teaching students about the field of Information, communication and Technology (ICT).

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Planning and Preparing day to day activities and lectures ;
- 3.2 Delivering lectures on time and as per syllabus;
- 3.3 Conducting and supervising tests and examinations;
- 3.4 Assigning projects and assignments to students
- 3.5 Study student activities and performance plans;
- 3.6 Develop assignments and lesson plans'
- 3.7 Demonstrate control of the classroom, maintaining a safe learning environment;
- 3.8 Provide Constructive feedback to students
- 3.9 Oversee classroom activities, facilities and equipment;
- 3.10 Create and modify course materials;
- 3.11 Evaluate student's course work;
- 3.12 Develop and implement assessment strategies;
- 3.13 Develop, implement, and maintain policies and procedures within the classroom;
- 3.14 Enforce school policy and regulations;
- 3.15 Provide feedback to improve teaching effectiveness.
- 3.16 Develop subject curriculum;
- 3.17 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.
- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Strong research and presentation skills
- 4.7 Ability to work collaboratively
- 4.8 Excellent command of English
- 4.9 Ability to maintain calm composure in stressful situations
- 4.10 Good management and organisation skills.
- 4.11 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree IT or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in work and or Teaching
- 5.4 Bachelor's degree in Education
- 5.5 A post graduate degree is preferred
- 5.6 Pervious work experience in the education industry
- 5.7 Expertise in subject area;

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Principal
Title: Lecturer-Operative
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

The incumbent is responsible for instructing courses in the Heavy Equipment Operator Program, evaluating the courses, supervising students in practical environments, and recommending changes/improvements as required. The incumbent manages and maintains a learning environment which is conducive to providing the highest level of education possible within their area of specialization

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Develop lesson plans.
- 3.2 Deliver/instruct content using appropriate and varying instructional methods.
- 3.3 Develop/prepare instructional material.
- 3.4 Maintain adherence to program objectives and accreditation standards.
- 3.5 Provide academic counselling and tutoring.
- 3.6 Develop, revise, update and administer evaluation instruments to monitor student progress and to provide feedback.
- 3.7 Plan, implement, and supervise student learning in classrooms and ensures safety of all relevant areas and experiences.
- 3.8 Ensure learning environments comply with all regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards
- 3.9 Providing educational and moral support to students

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Proven experience teaching vocational or technical, similar college level courses.
- 4.2 Excellent ability to design and deliver effective, engaging, and impactful instruction.

- 4.3 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.4 Knowledge of education policies and teaching principals;
- 4.5 Excellent teaching skills
- 4.6 Ability to work collaboratively
- 4.7 Excellent command of English
- 4.8 Ability to maintain calm composure in stressful situations
- 4.9 Good management and organisation skills.
- 4.10 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Engineering or equivalent;
- 5.2 Diploma in Teaching
- 5.3 Experience in work as Heavy Equipment Operator
- 5.4 Bachelor's degree in Education
- 5.5 A post graduate degree is preferred
- 5.6 Pervious work experience in the education industry
- 5.7 Expertise in subject area;

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Principal
Title: Library Officer
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

The Library officer provides a state-of-the-art service catering for students and Teaching staff. A Library Officer provides general assistance to the teaching staff and students.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Processing new resources such as covering, accessioning, and repairing resources.
- 3.2 Cataloguing resources.
- 3.3 Management of room booking system.
- 3.4 Purchasing of library supplies.
- 3.5 Assist with collection management such as deselection and stocktake
- 3.6 Creation of displays linking in with teaching programs and important themes and days on the calendar.
- 3.7 Assistance with training of the student library committee.
- 3.8 Assistance with supervision of small numbers of students.
- 3.9 Maintaining the attractive physical environment of the library by tidying, shelf reading and shelving.
- 3.10 Assisting students and staff with general library usage.
- 3.11 Daily administration tasks as required.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.2 Ability to work collaboratively
- 4.3 Excellent command of English
- 4.4 Good management and organisation skills.
- 4.5 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Business Management or equivalent;
- 5.2 More than three years of Experience in Work in similar field.

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Manager HR and Admin

Title: Driver

Department: Operations

2. PRINCIPLE ACCOUNTABILITIES

To provide safe, effective and efficient driving and clerical support services for the overall operations of IT Job Training Centre.

3. MAJOR RESPONSIBILITIES

- Provide transport services to officers and clients, ensuring their safe transportation to and from various destinations, and assisting with entry and exit from vehicles as necessary;
- Deliver and collect messages, mail and packages to and from a variety of locations;
- Undertake regular visits to the post office for mail posting and collection;
- Maintain and record the vehicle log books after completing transport services each day;
- Undertake immediate reporting of any damages that may have been encountered to the vehicle;
- Perform cleaning and basic maintenance of the office vehicles;
- Ensure office vehicles are road worthy by conducting weekly operator maintenance and registration checks;
- Any other additional roles as directed by the supervisor.

4. REQUIRED SKILLS AND ABILITIES

- Must have basic knowledge about the mechanical functions and operational performance of vehicles. Basic knowledge in light vehicle parts and maintenance.
- Able to drive safe and defensively.
- Able to negotiate corners, curves and potholes and avoid near accidents.
- Able to apply good driving techniques to avoid rapid burning of fuel and unnecessary pressure on brakes and clutches.

5. EDUCATION AND EXPERIENCE

- A valid driver's licence
 - A minimum Grade 10 Certificate with a clean Drivers Class six (6) license.
 - Minimum of 3 to 5 years of experience similar to messenger driver.
-

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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DATE

1. POSITION DESCRIPTION

Reports to: Director Administrator

Title: Marketing Officer

Department: Admin

2. PRINCIPLE ACCOUNTABILITIES

To support the Marketing Manager in raising the visibility of the School of Management by carrying out an effective marketing and communications plan in order to attract new students across the School's portfolio of programs; publicize the strengths of the academic faculty, and promote the profile of the School as a whole to external audiences

3. MAJOR RESPONSIBILITIES

- Website and other e-marketing communications
- Marketing collateral and publicity material
- Public Relations;
- Advertising (printed media, outdoor and new media)

4. REQUIRED SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

5. EDUCATION AND EXPERIENCE

- Bachelor in Business Administration, or related field required.
- A minimum of three years of marketing and sales experience preferred.

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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JOB DESCRIPTION

1. ORGANISATIONAL RELATIONSHIP

Reports to: Director Student Service

Title: Nurse

Department: Student Service

2. PRINCIPLE ACCOUNTABILITIES

Provides professional nursing care, health education and health services to students and employees; assesses, treats, counsels and refers students and employees to other resources as appropriate; maintains electronic medical records and ensures compliance with state laws and regulations.

3. MAJOR RESPONSIBILITIES

- 3.1 Provides professional nursing care and health services to students and employees;
- 3.2 makes independent nursing assessments, diagnoses and evaluations in a clinical ambulatory care setting regarding injuries and illnesses and provides first aid, emergency care or crisis intervention to students and employees in accordance with state and institution nursing laws and regulations and protocols; performs emergency,
- 3.3 2 Advises patients on health maintenance and disease prevention and provides referrals for cost-effective, appropriate care; orders, interprets and evaluates diagnostic tests to assess patient conditions, including blood pressure, tuberculosis, vision, vital signs and in-house lab tests; administers immunizations/vaccines and assists physicians and nurse practitioners during clinical hours.
- 3.4 Documents patient medical information, condition, treatment, advice and referrals on patient medical charts utilizing electronic medical records; maintains confidential patient medical records; prepares invoices and insurance documents; prepares accident reports, immunization reports or tuberculosis results and maintains copies in patient records; serves as a resource to Health Services staff for assistance/support on electronic medical records system.
- 3.5 Serves as a health educator and advocate for students, employees and the community; provides lectures in classrooms and at community event

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Knowledge of Modern medical terminology, equipment and diagnostic methods and techniques.
- 4.2 Principles and techniques of performing standard and emergency healthcare and nursing assessments, patient care planning and delivery, patient education and evaluation of outcomes.
- 4.3 Pharmacology of commonly prescribed medicines and drugs and their therapeutic effects and possible adverse reactions.
- 4.4 Principles, practices and techniques of safety and infection control.
- 4.5 Principles, practices, concepts and techniques used in community health and community health promotion and education.

5. EDUCATION AND EXPERIENCE

- 5.1 Nursing Degree
 - 5.2 Has a licence to practise
 - 5.3 Has experience working
-

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Title: Principal
Institution: International Business & Technical College
Supervises: Academic, Student Service, Marketing and Research, and Operations Service

2. PRINCIPLE ACCOUNTABILITIES

Provides administrative and academic leadership to the Institute. Supervises the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. The director provides strategic leadership, management and oversight of a fundamental aspect of the institutions experience.

3. MAJOR RESPONSIBILITIES

- 3.1 Oversee day to day operations of the Institutions
- 3.2 Manage school logistics and budget.
- 3.3 Monitor and report on lecturer performance
- 3.4 Present data from school performance to board members.
- 3.5 Research new resources and techniques to improving teaching.
- 3.6 Review and implement school policies
- 3.7 Handle emergencies and school crisis
- 3.8 Organise school events
- 3.9 Ensure a safe and clean environment for students and staff.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Knowledge of school administrative processes and national educational regulations.
- 4.2 Crisis Management
- 4.3 Ability to coach and inspire.
- 4.4 Strong problem solving and analytical skills
- 4.5 Strong written and verbal communication as well as presentation skills
- 4.6 Proficiency in MS Office
- 4.7 Knowledge of Budgeting and Management
- 4.8 A high degree of professionalism

5. EDUCATION AND EXPERIENCE

- 5.1 Masters degree in Education
- 5.2 5-10 years of relevant experience in Education Sector
- 5.3 has wealth of Management experience

6. AUTHORIZATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganization of duties shall be the subject of discussion with the position incumbent. Signing this position description indicates agreement and acceptance of the contents and conditions.

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JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Principal
Title: Quality Assurance Officer
Department: Academic

2. PRINCIPLE ACCOUNTABILITIES

The Quality Assurance Officer will oversee the correct application of Institution's regulations, policies and procedures. The officer will provide professional service leadership and advice on the compliance of IBTC courses and modules.

3. MAJOR RESPONSIBILITIES

This position is primarily responsible for:

- 3.1 Provide leadership in the development, implementation and monitoring of Quality Assurance processes and in line with IBTC expectations and the requirements of external bodies.
- 3.2 Provide advice and support to staff in the development and approval of new courses and modules; review and revise existing provision and develop and maintain collaborative arrangements with partner institutions (where applicable).
- 3.3 Improve the consistency of quality processes within the institution to enhance the student learning experience.
- 3.4 .Provide leadership for quality assurance processes and good practises at IBTC.

4. REQUIRED SKILLS AND ABILITIES

- 4.1 Strong ability to establish and maintain productive working relationships with other faculty and staff.
- 4.2 Ability to work collaboratively
- 4.3 Excellent command of English
- 4.4 Good management and organisation skills.
- 4.5 Ability to manage deadlines

5. EDUCATION AND EXPERIENCE

- 5.1 A Bachelor Degree in Business Management or Education or equivalent;
- 5.2 More than three years of Experience in Work in similar field.

6. AUTHORIZATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganization of duties shall be the subject of discussion with the position incumbent. Signing this position description indicates agreement and acceptance of the contents and conditions.

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1. POSITION DESCRIPTION

Reports to: Manager HR and Admin

Title: Receptionist

Department: Operations

2. PRINCIPLE ACCOUNTABILITIES

Receptionist will attend to the front desk and assist the HR officer and Manager Admin on a daily basis.

3. MAJOR RESPONSIBILITIES

- Maintains accurate and up-to-date files, records, and documentation.
- Attend to HR Queries
- Provides clerical support to the HR and administration function..
- Performs other duties as assigned.

4. REQUIRED SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

5. EDUCATION AND EXPERIENCE

- Diploma or certificate in Office Administration, or related field required.
- A minimum of three years of office administration experience preferred.
- Familiar with the use of computer and office utilities.

6. AUTHORIZATION AND ACKNOWLEDGEMENT

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MANAGING DIRECTOR:

DATE

JOB DESCRIPTION

1. POSITION DESCRIPTION

Reports to: Manager HR and Admin

Title: Security

Department: Operations

2. PRINCIPLE ACCOUNTABILITIES

Provides personal, equipment, and real property security for faculty, staff, students, and visitors within an assigned area of the University campus. Provides escort services, and other basic public assistance services as needed, and performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

3. MAJOR RESPONSIBILITIES

The Security is primarily responsible for:

- Patrols assigned area on foot, in assigned motor vehicle, or other specialized vehicle to ensure personal, building, and equipment security.
- Examines doors, windows, and gates to ensure security; uses keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Provides escort services for visitors, students, staff, and faculty, as necessary; provides other public assistance, such as lockout services, jump-starts, and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and/or detain violators, as required, until police arrive.
- Performs periodic checks of emergency call boxes and/or street lights to ensure proper functioning; reports malfunctions as required.
- Patrols and monitors assigned parking areas and/or parking garages to provide public security and assistance.
- Maintains security controls for issued keys; safeguards and controls issued equipment.
- Performs miscellaneous job-related duties as assigned.

4. REQUIRED SKILLS AND ABILITIES

- Ability to successfully conduct security patrols without direct supervision.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to complete routine paperwork.
 - Ability to understand and follow specific instructions and procedures.
 - Strong interpersonal skills, flexibility, and customer service orientation.
-

- Ability to react calmly and effectively in emergency situations.
- Skill in performing building security and lock procedures.
- Knowledge of public security codes, policies, and regulations.
- Ability to understand, follow, and enforce safety codes, regulations, and procedures.
- Skill in providing protection services to individuals on campus.
- Ability to detect problems and report information to appropriate personnel.

5. EDUCATION AND EXPERIENCE

- Minimum qualification is High school diploma ;
- No previous experience required.

6. AUTHORIZATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such reorganization of duties shall be the subject of discussion with the position incumbent. Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(To be signed by occupant upon appointment to position or amendment to Position Description)

MANAGING DIRECTOR:

DATE