

POSITION DESCRIPTION

National Fisheries Authority

AM3652 - Deputy Principal - National Fisheries College (NFC)

The Deputy Principal reports to the Principal of the National Fisheries College (NFC).

Key Responsibilities:

- Provide administrative academic and administrative support to the Principal for the management of all aspects of NFC programmes and performance.
- Work in close collaboration with the Principal to ensure that systems are in place for the effective and efficient management and operations and of established academic programs, administrative systems and budget.
- Support the Deputy Principal in planning, development, implementation and review of work programmes and oversight of quality control systems.
- Ensure a high level of performance in all aspects of College activities. He/she will provide primary support to the Principal in matters of NFC administration and reporting and in the oversight of academic quality control systems.

Expected Competencies:

- Degree in Business Management, Education, Fisheries Science, Environmental Science or a related field. Post-graduate qualifications in Science or Education would be highly regarded
- Minimum 10 years in technical training and education with at least 5 years' experience in program and project management in the renewable resource sector
- Demonstrated senior management experience in institutional management, staff administration, finance, and administrative management experience, preferably in an educational environment
- Proven experience in competency-based training and skills development in technical/vocational training
- Good research and analysis skills
- Excellent leadership and people management skills with experience in performance management and employee relations
- Ability to work under pressure and manage conflicting priorities
- Adaptive to constantly changing situations
- Excellent oral and written communications skills with high level presentation skills
- Advanced computer literacy skills

Applications close cob Friday 13th April 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview