KIRIBATI TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SECTOR STRENGTHENING PROGRAM

KIT Policy and Governance Advisor for Kiribati Institute of Technology

Background

The AusAID funded Technical and Vocational Education and Training Sector Strengthening Program (TVETSSP), is managed by Austraining International. An important aspect of the Program is capacity building for the Ministry of Labour and Human Resources and the Kiribati Institute of Technology (KIT).

Australian advisory personnel based at KIT have worked closely with their I-Kiribati counterparts to develop a governance and management structure and policy framework to allow the Institute to consistently deliver high quality vocational education and training. This development is also essential to ensure that KIT complies with the requirements of the Australian Quality Training Framework, a requirement for KIT when it enters into an auspicing agreement with an Australian Registered Training Organisation.

To achieve this goal the TVETSSP requires the services of an Advisor who has extensive experience in writing policies and procedures to support a quality framework for a modern vocational education and training institute. It is expected that this international Advisor will work with the senior Leadership Team of the institute to further identify and draft key policies and procedures that need to be developed to ensure compliance with the Australian Quality Training Framework.

Terms of Reference

The Advisor will:

1. Review the policies and procedures that currently exist within KIT
2. Develop a schedule of new policies and procedures that need to be developed.
3. Research complementary policies and procedures that currently exist in Australian vocational education and training institutes and select those suitable for modification for KIT.
4. Develop draft policies and procedures as determined in (2) above for consideration by the Senior Leadership Team at KIT.
5. Finalise each policy document, catalogue and file within the KIT electronic and hard copy filing system.

Qualifications and Experience;

The Trainer must have:

- An undergraduate qualification in teaching, business administration or quality management or equivalent.
- Extensive experience in writing policies and procedures for a modern post secondary educational institution in Australia.
- A thorough understanding of the Australian Quality Training Framework and a working knowledge its application within an Australian Registered Training Organisation.
- Outstanding writing skills and advanced word processing ability.
• Well-developed interpersonal skills with an ability to communicate with others from a range of social and cultural backgrounds.
• Experience in developing countries will be an advantage, and particularly the Pacific region.

Duration
The assignment will be for 42 days, from 4/2/12 to 16/03/12

Reports to
Principal of the Kiribati Institute of Technology.

Location
Kiribati Institute of Technology, Betio, Tarawa, Kiribati.

Remuneration
Austraining International will pay the fees, airfares, accommodation and per diem of the trainer in line with the rates defined by AusAID in their contract for this program.