Institute Administration Advisor
Kiribati Institute of Technology (KIT)

Scope Global – People Focused Programs
Scope Global (formerly Austraining International) is an international project management company with people at the focus of our program delivery. We have a 21-year history of successfully managing projects in the international development and international education sectors.

Scope Global is based in Adelaide, South Australia. We operate seven regional head offices throughout Asia, the Pacific, Latin America and Africa, providing on-the-ground support to program participants and beneficiaries, while giving our clients access to in-country knowledge and contacts.

Scope Global formerly operated as Austraining International. Our new name represents a greater connection with our work and a new direction for the company as we build on our established reputation of delivering high-quality work for our clients.

The opportunity:
An opportunity has arisen for an experienced Institute Administration Advisor to join Scope Global, based within the Kiribati Institute of Technology. This is a newly created role, providing a unique opportunity for an experienced professional to help I-Kiribati to positively change their world.

The role:
The Institute Administration Advisor reports to the Technical and Vocational Education and Training Sector Strengthening Program Team Leader and is responsible for providing support to the KIT Senior Leadership Team with the development and maintenance of Institute administration systems.

The role is initially offered on a fixed term contract basis to January 2016 subject to satisfactory performance and on-going government funding.

The key responsibilities include:
- Ensure KIT administrative policies and procedures are developed, implemented, reviewed and meet Australian VET quality framework standards;
- Ensure the KIT office reception, student administration and registry operates effectively and efficiently;
- Ensure that the KIT Student Information System operates effectively and data is properly maintained;
- Ensure the operation of soft and hard copy filing systems, including confidential information, is maintained to required Institute standards;
- Assist with developing Institute capacity to ensure effective financial management;
- Ensure the effective management of KIT buildings, facilities and assets.
The successful candidate will demonstrate:

- A relevant degree in business or management, with a minimum 5 years professional experience in corporate and student administration;
- Extensive experience as a college/institute/RTO senior administrator;
- Proven capacity and appropriate system experience with the implementation and use of a student data base and information system;
- Experience and proven ability to train, coach and mentor administrative staff within a College or Institute.
- Ability to work in a team based, cross cultural environment

A working knowledge of international development programs will be highly regarded.

The benefits:

- competitive salary based on skills and experience
- opportunity to live and work in the central Pacific nation of Kiribati
- experience friendly, positive culture within an aid and development program

To apply:
The Job and Person Specification for this role can be obtained from www.austraining.com.au If your skills and experience match the criteria and you are seeking a new challenge in a supportive and motivational environment, please email your covering letter, CV, and a separate statement addressing each of the essential Job and Person Specification criteria using the Selection Criteria Response Template to recruitment@austraining.com.au, stating the job title in the “subject” field by close of business on Tuesday 12th August 2014.

For more information about Scope Global, please visit our website www.austraining.com.au

Scope Global is an Equal Opportunity Employer. Applicants will need to comply with our Corporate Policies including Code of Conduct, Child Protection Policy and undergo a National Police Clearance.