



## VACANT POSITION JOBSPLUS 338/2017

### Senior Manager Programme Development

- Contract:** Definite - 36 months
- Hours of Work:** Minimum 40 Hours per week
- Qualifications:** A Higher Education Qualification MQF Level 6 preferably in Education

**Experience:**

- Recognised competence and experience in the domain of learning programme development and accreditation;
- A thoroughgoing knowledge about policies and strategies of the Ministry of Education and Employment and NCFHE documentation;
- Knowledge about the development of blended courses;
- Knowledge of regulations, structures and practices pertaining to the organisation of courses and logistics pertaining to this;
- Fluent in Maltese and English written and spoken;
- Digitally literate.

**Salary:** €26,002 with annual increments of €641 up to a maximum of €29,846 and a performance bonus of up to 10%, €2500 car allowance and €800 all inclusive communication allowance.

**Job Description:**

- a. Assist in the coordination and preparation of the Institute's Annual Financial Estimates and conduct preliminary analysis of estimate proposals while assisting in the setting of the strategic direction and the administration of the Institute's Budget.
- b. Assist in the preparation and delivery of the Institute's strategic and business plans to achieve the Institute's objectives.
- c. Develop a short, medium and long term schedule for courses to be developed by the Institute.
- d. Co-ordinate the development of different college/school/entity based national and international programmes of continuing professional development to be offered by the Institute in line with national educational policies and targets, college/ school/entity development planning and active labour market policies after a training needs analysis is held.
- e. Identify opportunities for the development of new learning programmes and initiatives in response to identified needs in educational service provision at each level and co-

ordinate the development of such programmes while liaising with NCFHE for the accreditation of such training programmes.

- f. Identify potential international partners to take part in international projects and liaise with Senior Manager EU Programme Implementation for the development of projects that include CPD and go through the process of accreditation with NCFHE.
- g. Assist in the costing of proposed national and international projects.
- h. Hold regular meetings and communication with local learning programmes developers, experts in areas required for professional development and/or project partners' organisations;
- i. Hold regular meetings with the Quality Assurance Department within the DQSE to get the required information with regards to needs of the different schools and educational entities as identified by the internal review.
- j. Use data generated through TNA to inform planning of the continuing professional development and be in a position to perform research.
- k. Develop a structure that provides all the required information about the courses/sessions to participants or prospective participants as per Internal Quality Assurance document of the NCFHE.
- l. Be the contact person for international projects and liaise with international partners and/or European Union Programmes Agency for all requirement of the effective and efficient implementation of the project. This can include: organising meetings and co-ordinating work related to the implementation of intellectual outputs while assisting in all the project procurement procedures and contractual obligations, ensuring that awarded projects are implemented in line with project regulations, ensuring adherence to public procurement regulations, publicity requirements, reporting requirements and any other regulations of relevance to the project. effectively communicating training support/project's deliverables in a timely and clear fashion and track project milestones and deliverables of the project and oversee quality control throughout the project life-cycle; drafting and delivering progress reports, and any required documentation on the commitment of expenditures and performance of project;
- m. Manage information resources, including identification and selection of sources of information for the purpose of research, and provide concrete recommendations for the development of courses and toolkits and for the development of online digital courses.
- n. Populate, organize, and maintain information files and shared information systems, both electronic and paper.
- o. Show initiative in identifying new sources of information, as they become necessary and/or available.
- p. Liaise with other public bodies concerning the supply of data and the coordination of activities with implications relevant to the Institute;
- q. Keep updated with international developments through following the published literature, attendance of relevant conferences, training sessions and workshops and networking with peers to transmit such knowledge to staff within the Institute and to the educational community, and translate such knowledge into ideas and projects that further improve the work of the Institute;
- r. Ensure that information sessions are organised as required with a view to ascertaining that all stakeholders of the Institute are fully informed and conversant with regulations, procedures and policies pertaining to the Institute.

- s. Actively participate in regular senior management team meetings chaired by the Chief executive officer.
- t. Attend regular meetings, both locally and abroad as the need arises.
- u. Keep well informed and up-to-date on all matters in all areas related to national and international projects, and on any national or international obligations affecting this area.
- v. Maintain contact with the Chief executive officer by giving regular updates on the activities of national **and international projects and advise** the Chief executive officer on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient
- w. Manage other responsibilities as may from time to time, be assigned by the Chief Executive Officer.

**Interested applicants are requested to submit their CVs by not later than the 23<sup>rd</sup> August 2017 (noon) via email on [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt)**