

VACANCIES

NAURU CAMPUS DIRECTOR

**OFFICE OF DEPUTY VICE-CHANCELLOR
(REGIONAL CAMPUSES AND ESTATES & INFRASTRUCTURE)**

USP Nauru Campus – NCA001

The Opportunity

USP seeks a strong leader to direct and oversee all aspects of the USP Nauru Campus including the recruiting and admissions processes of students, marketing, budgets, class scheduling and faculty interests. The Campus Director is responsible for the effective and timely delivery of courses in the different modes offered; works in developing, directing and administering activities such as continuing and community education and training programmes; and ensuring the continuing viability of all campus activities. The Director is also responsible for staffing and the business and financial management of the campus. Serves as the on-site chief administrative officer and ensures that established policies and procedures of the University are carried out. Plans, oversees and coordinates capital and operating expenditures and financial systems and provides strong leadership and direction in the generation and development of additional revenue sources.

As the University's liaison person with Government and the USP representative in Nauru, he/she is expected to maintain close and amicable links with relevant government departments and ministries and to expedite communication between the Government and the University; liaise closely with the schools, sponsors, donors and other stakeholders, as well as media organisations.

The Person We Seek

To be considered for this position, applicants must have: a Master's Degree in Education, Management, Business Administration, Human Resources, Sociology, ICT or related field; and 5 years of experience in a similar role.

Remuneration

The position is available for a term of 3 years and may be renewed by mutual agreement.

Salary Range: The University will provide a competitive remuneration package to the successful applicant.

Enquiries: Email: salaseini.malo@usp.ac.fj - Associate Manager [HR] Regional Campuses

Closing date for applications: 3 May 2020

HOW TO APPLY

Candidates are strongly encouraged to use the University's on-line E-Recruitment system to view further details and apply for this position at www.usprecruits.usp.ac.fj Candidates may request further information, send enquiries by email to Human Resources Office, ph: (679) 3232072; email: hrhelp@usp.ac.fj or personnel@usp.ac.fj

Please also include the following documents in your application: Cover letter and Resume clearly addressing key Selection Criteria, and names of three referees, one of which must be your current or most recent direct work supervisor. Only shortlisted candidates will be contacted.