

Instructor and Head of the Automotive Trades – The International Vocational, Technical and Entrepreneurship College (IVTEC)

About IVTEC:

The International Vocational, Technical and Entrepreneurship College (IVTEC) is a charitable non-governmental educational institution with a vision to promote inclusive human capital development within the context of evolving national (Nigerian) needs and global competitiveness. IVTEC is a pioneering technical and vocational education model initiated by the Kwara State Government (KWSG). KWSG provided the initial funding and partnered with a world-renowned City & Guilds International for the design and construction of campus facilities, which were completed in 2015. As an NGO, the organizational and financial structure of IVTEC allows for an array of partnerships and collaborations with individuals, business and industry from within and outside Nigeria to ensure its future financial sustainability.

IVTEC is scheduled to commence operations in October of 2016 with the first set of instructional programs in Automotive, Building/Construction, Welding, Electrical, and HVAC trades. The State University of New York College of Technology at Alfred (Alfred State College) has partnered with IVTEC and the Kwara State Government to operate and manage IVTEC during the first two years of operations.

Position: IVTEC is seeking a highly qualified individual to serve as **Instructor and Head of the Automotive Trades**.

Start Date: January 4, 2017

Location: Ajase-Ipo, Kwara State, Nigeria

JOB DESCRIPTION

The role of Instructor and Head of Automotive Trades – is to provide strategic leadership in the development of the Automotive Department and programmes, as well as contribute to the International Vocational, Technical & Entrepreneurship College's (IVTEC) strategic priorities set for the faculty. The Instructor and Head of Automotive Trades is expected to take the lead in the development and delivery of overall instructional programmes, as well as training and knowledge transfer so as to enhance the quality of the trainee's experience.

In addition, She/He, on a day-to-day basis, will oversee the Faculty of Automotive Trades. She/He will also provide inspirational, innovative and enterprising leadership and to lead the strategic management of the Faculty to ensure that it achieves the highest standards and supports the achievement of the IVTEC's mission, vision and overall objectives

The Instructor and Head of Automotive Trades will play a major role in promoting communications and relationships between the Faculty and external organizations as well as fostering relationships internally within IVTEC. She/He is required to operate within IVTEC policies, regulations and framework ensuring the physical and human resources of the Faculty are effectively deployed. The dean also manages the finances of the faculty effectively.

SPECIFIC ROLE AND RESPONSIBILITIES

Reporting directly to the Rector, the main responsibilities as Instructor and Head of Automotive Trades will include, but are not limited to:

LEADERSHIP ROLE - ASSIST IN THE MANAGEMENT OF THE AUTOMOTIVE DIVISION

- Deputise for the Rector as required, managing the strategic direction of the Department.
- Direct and manage the work of the Faculty of Automotive Training and all matters relating to the line management and deployment of its staff.
- Effectively manage interaction between departments to ensure effective collaboration and teamwork towards IVTEC's objectives and goals.
- Report progress and flag risks at regular intervals to the Rector
- Maintain relations and consult with the Rector of IVTEC.
- Provide feedback and advice on progress and programme implementation.
- Regularly advice and provide guidance on stakeholder/industry engagement.
- Contribute to the effective and timely implementation and assessments of all Automotive related training programmes
- Monitor and keep in line with agreed divisional expenditures (allocated budgets) as well as agreed delivery timeframes.
- Implement decisions of the Rector on the allocated tasks and deliverables and report back.

ASSESSING, MONITORING AND GIVING FEEDBACK

- Advises on and provide direct support the establishment of all technical workshops, including staff, requirements and quality of training.
- Advises on the commissioning and maintenance of machinery, tools and equipment supporting the establishment of a well function Automotive Division.
- Follow up on corrective actions on all trade related activities of the Automotive Division
- Have a good to excellent ability to provide trainees, colleagues and management with timely, accurate and constructive feedback on trainees' attainment, progress and areas for development that promotes trainee progress.

TEACHING AND LEARNING DEVELOPMENT

- Have high expectations of trainees including a commitment to ensuring that they can achieve their full educational and vocational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.

- Demonstrate the positive values, attitudes and behavior they expect from trainees.
- Hold positive values and attitudes and adopt high standards of behavior in their professional role.
- Establish a purposeful and safe learning environment conducive to learning and identify opportunities for trainees to learn in both intra- and extracurricular contexts.
- Establish a clear framework for classroom discipline to manage trainees' behavior constructively and promote their self-control and independence.
- Establish and maintain a clear and positive framework for discipline, in line with the IVTEC's behavior policy/code of conduct.
- Use a range of behavior management techniques and strategies, adapting them as necessary to promote the self-control and independence of trainees.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

The Instructor and Head of Automotive Trades must have sufficient expertise and knowledge to lead or challenge the thinking in Automotive Engineering and act as a source of expertise in this area.

ESSENTIAL QUALIFICATIONS

- Bachelors Degree in Automotive Engineering or any related field is required. [Masters Degree preferred]
- Membership of appropriate academic and professional networks.

SPECIFIC EXPERIENCE

- 8-10 years of relevant experience
- Significant experience in a vocational and training institution involving teaching, curriculum management and development. Evidence of ability to manage an Automotive Training and Technology provision.
- Evidence of successful academic and training leadership and management of staff.
- Evidence of effective strategic planning and implementation.
- Experience of generating external income for research, consultancy or training.

OTHER REQUIRED KNOWLEDGE

- ICT Technology skills necessary for vocational education training.
- Training - Continued Professional Development (CPD) as required and approved by the Board of Trustees

REQUIRED SKILLS

COMMUNICATION

- Must be able to communicate in a clear, timely and concise manner in both written and oral English.
- Be able to communicate effectively with trainees, colleagues and directors. This includes recognizing and respecting the contribution that colleagues and directors can make to the development and well-being of trainees.
- Be able to encourage trainees to participate in discussions about their progress and development.
- Possess excellent analytical, organizational and human relations skills being that the candidate is able to work effectively as a team member by collaborating where necessary.

PLANNING AND ORGANIZING

- Ability to establish courses of action for self and others to ensure that work is completed efficiently.

ATTRIBUTES

The post requires attributes which will ensure the following:

- **Trustworthy** - keeps confidence.
- **Self-motivation and committed** - inner drive to succeed and willing to go the extra mile.
- **Disciplined** - adherence to rules and regulations.

- **Self-confidence** - belief in self.
- **Creative** - design and conceptualise imaginative and resourceful solutions.
- **Empathy** - compassion for people's situations.
- **Observant**- pay special attention to detail.
- **Problem solving & decision making** - taking ownership for problems and decisions, having a solution focused mind-set and making things happen
- **Adaptability & ownership** - having a flexible attitude, being open minded and supportive of and responsive to change
- **Professionalism** – acting in a professional way with colleagues and customers, and having a positive mind-set and being resilient
- **Innovative** - introduce and apply new ideas and concepts.
- **Accountability** - taking ownership and accountability for your actions, and delivery to a high standard.

OTHER REQUIREMENT

Successful candidate will be expected to participate (in-residence) at a semester-long professional development program offered by our international partner, the State University of New York College of Technology at Alfred, New York, from January to April 2017. IVTEC/ASC will cover transport and room/board costs associated with this professional development program.

HOW TO APPLY

All applicants must submit the following documents by email to: praxisatlantis@praxisatlantis.com

1. Letter of interest
2. Updated CV
3. Three reference letters from individuals familiar with your professional background.

Deadline: Applications received by August 19, 2016 will be given priority. Review of applications will start immediately.

Salary: Competitive salary and benefits package.