



**VACANCY ANNOUNCEMENT FOR POSITIONS WITHIN THE NEWLY ESTABLISHED
INTERNATIONAL VOCATIONAL, TECHNICAL AND ENTREPRENEURSHIP COLLEGE (IVTEC)
IN KWARA STATE, NIGERIA**



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 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' or 'ASC') has partnered with IVTEC and the Kwara State Government to operate and manage IVTEC during the first two years of operations.

For all the positions advertised, the place of employment will be at the IVTEC campus in Ajase-Ipo, Kwara State, Nigeria

The Kwara State Government is seeking individuals with uncommon dedication who are high-achieving, highly dynamic and innovative with proven target driven orientation to fill the under-listed positions in the IVTEC. Brief descriptions for the 8 roles being advertised at this time are:

Please visit: www.praxisatlantis.com/ivtecjobs

FOR FULL JOB DESCRIPTION BEFORE MAKING YOUR APPLICATION

<p align="center"><u>Rector</u></p> <p>The Rector is the primary leader of the IVTEC. A good leader, s/he must lead by example, both technically and in character. As an effective leader, s/he will be available to all stakeholder – including academic and non-academic staff, parents, students, and community members. S/he must be level headed, culturally aware, and self-aware.</p> <p>The Rector manages the IVTEC activities and is responsible for the profitable, cost-effective, and efficient running of the IVTEC's operations.</p> <p>The Rector's tasks include:</p> <ol style="list-style-type: none"> i. Leading the IVTEC's operations and deciding on such IVTEC - related matters which have not been stipulated or specified to be carried out by another body; ii. Being responsible for the profitable, cost-effective, and efficient running of the IVTEC's duties; iii. Ensuring that the IVTEC 's accounting conforms to law and that asset management has been organized in a reliable manner; iv. Being responsible for the preparation and presentation of matters to be discussed by the Board; v. Being responsible for the implementation of Board decisions, unless otherwise stipulated in the IVTEC Statutes; and vi. Deciding on employing and discharging IVTEC staff, to the extent to which the Rector has not transferred this task to other bodies of the IVTEC. vii. Represent the IVTEC both in matters pertaining to his/her duties pursuant to the College's constitution. He/she belongs to the IVTEC's group management, together with the board. <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years of Related Experience:</u> 20 years ▪ <u>Minimum Education Required:</u> Master's Degree in Education (PhD is preferred), additional qualifications in vocational training would be an asset ▪ <u>Anticipated Start Date:</u> September 2016 	<p align="center"><u>Registrar & Administrative Head</u></p> <p>The Registrar & Administrative Head oversees the development and management of the IVTEC's operating and capital improvements budget, physical plant operations, capital construction, auxiliary enterprises (such as food service and bookstores) and campus security.</p> <p>This role Provides executive leadership, policy formulation, academic programmes, operational management and non-academic affairs program management in administrative affairs such as planning, budget, fiscal, human resources, environmental safety and health and computing Centre.</p> <p>Therefore, the incumbent must be an inspirational change manager who can lead and manage the IVTEC through this period of establishment and strategic positioning, while also keeping in mind the reorientation and change that will be required to sustain the goals of the College.</p> <p>The major tactical performance indicators the incumbent will be expected to efficiently and effectively deliver on include:</p> <ol style="list-style-type: none"> 1. Compliance and Quality Management 2. Review policies and procedures (QMS) 3. Secretary to the Board of Trustees 4. Academic Recordkeeping 5. Performance Evaluations 6. Monitoring and Reporting 7. Dissemination of Information 8. Examinations 9. Disciplinary action 10. IT Services and Information Management 11. Human Resources <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years of Related Experience:</u> 15 years ▪ <u>Minimum Education Required:</u> Master's Degree in Education ▪ <u>Anticipated Start Date:</u> September 2016
<p align="center"><u>IT Specialist/Manager-IT Systems</u></p> <p>The IT Specialist/ Manager IT Systems will be responsible for the following:</p> <ol style="list-style-type: none"> 1. The planning and installation of corporate systems 2. Administering and maintaining these systems 3. Ensuring the overall security and integrity of these systems 4. Managing the corporate systems databases 5. Ensuring effective systems backups that will allow for restoring and recovery of these systems 	<p align="center"><u>Instructor and Head of HVAC Trades.</u></p> <p>The role of Instructor and Head of HVAC – Department of Mechanical and Electrical Trades is to provide strategic leadership in the development of the Department and programs, as well as contribute to the International Vocational, Technical & Entrepreneurial College's (IVTEC) strategic priorities set for the faculty. The Instructor and Head of HVAC is expected to take the lead in the development and delivery of overall instructional programs, as well as training and knowledge transfer so as to enhance the quality of the trainee's experience.</p>



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<p>6. Acquiring corporate hardware and software and providing the ICT technology infrastructures for the organisation</p> <p>7. Contributing to organisational policy with regard to quality standards, security standards, and strategic planning</p> <p>8. Providing and ensuring the provision of support to the corporate systems users.</p> <p>Key Performance Ares and Tasks include:</p> <ol style="list-style-type: none"> i. Management and Supervisory Duties ii. System Administration Plans iii. Systems Administration Procedures and Standards iv. Systems Updates/Upgrades Duties v. Systems Maintenance Duties (Software) vi. Systems Maintenance Duties (Databases/DBA) vii. Systems Security/Integrity Management Duties viii. Statistics, Reports and Advice ix. Systems Operations Implementation Projects x. Systems Administration Efficiencies xi. DRP (Disaster Recovery Plan) and BCP (Business Continuity Plan) coordination xii. Firewall Administration and Improvements Duties xiii. IT Accessibility Management and Services Duties xiv. General IT involvement and Personal Development <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years Related Experience:</u> 8years ▪ <u>Minimum Education Required:</u> Bachelor's degree plus relevant Professional Certifications ▪ <u>Anticipated Start Date:</u> September 2016 	<p>In addition, she/he will, on a day-to-day basis, oversee the Faculty of Mechanical & Electrical Trades. The role is also to 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</p> <p>She/he 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 Head of HVAC is also expected to manage the finances of the department effectively.</p> <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years' Experience:</u> 8-10years ▪ <u>Minimum Education Required:</u> Bachelor's Degree in Mechanical or Electrical Trades or any related field is required. [Master's Degree preferred] ▪ <u>Anticipated Start Date:</u> December 2016
<p align="center"><u>Instructor and Head of Masonry & Carpentry Trades.</u></p> <p>The role of Instructor and Head of Masonry & Carpentry – is to provide strategic leadership in the development of the Building and Construction Department and programs, which contribute to the International Vocational, Technical & Entrepreneurial College's (IVTEC) strategic priorities set for the faculty. The Instructor and Head of Masonry & Carpentry is expected to take the lead in the development and delivery of overall instructional programs, as well as training and knowledge transfer so as to enhance the quality of the trainee's experience.</p> <p>In addition, She/he will, on a day-to-day basis, oversee the Faculty of Building & Construction. 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.</p> <p>The Instructor and Head of Masonry & carpentry 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. She/he will also manage the finances of the faculty effectively.</p> <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years' Experience:</u> 8-10 years ▪ <u>Minimum Education Required:</u> Bachelor's Degree in Civil Engineering or any related field is required. [Master's Degree preferred] ▪ <u>Anticipated Start Date:</u> December 2016 	<p align="center"><u>Instructor and Head of Welding Trades.</u></p> <p>The role of Instructor and Head of Welding Trades – is to provide strategic leadership in the development of the Building and Construction Department and programs, which contribute to the International Vocational, Technical & Entrepreneurial College's (IVTEC) strategic priorities set for the faculty. The Instructor and Head of Welding Trades is expected to take the lead in the development and delivery of overall instructional programs, as well as training and knowledge transfer so as to enhance the quality of the trainee's experience.</p> <p>In addition, She/he will, on a day-to-day basis, oversee the Faculty of Building & Construction. 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.</p> <p>The Instructor and Head of Welding 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. S/he is required to operate within IVTEC policies, regulations and framework ensuring the physical and human resources of the Faculty are effectively deployed. S/he will also manage the finances of the faculty effectively.</p> <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years' Experience:</u> 8-10years ▪ <u>Minimum Education Required:</u> Bachelor's Degree in Civil Engineering or any related field is required. [Master's Degree preferred] ▪ <u>Anticipated Start Date:</u> December 2016
<p align="center"><u>Instructor and Head of the Automotive Trades</u></p> <p>The role of Instructor and Head of Automotive Trades – is to provide strategic leadership in the development of the Automotive Department and programs, as well as contribute to the International Vocational, Technical & Entrepreneurial 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</p>	<p align="center"><u>Instructor and Head of Electrical Trades</u></p> <p>The role of Instructor and Head of Electrical Trades – Department of Mechanical and Electrical Trades is to provide strategic leadership in the development of the Department and programs, as well as contribute to the International Vocational, Technical & Entrepreneurial College's (IVTEC) strategic priorities set for the faculty. The Instructor and Head of Electrical Trades is expected to take the lead in the development and delivery of overall instructional</p>



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<p>of overall instructional programs, as well as training and knowledge transfer so as to enhance the quality of the trainee's experience.</p> <p>In addition, S/He will on a daily basis, 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</p> <p>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.</p> <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years' Experience:</u> 8-10 years ▪ <u>Minimum Education Required:</u> Bachelor's Degree in Automotive Engineering or any related field is required. Master's Degree preferred ▪ <u>Anticipated Start Date:</u> December 2016 	<p>programs, as well as training and knowledge transfer so as to enhance the quality of the trainee's experience.</p> <p>In addition, she/he will, on a day-to-day basis, oversee the Faculty of Mechanical & Electrical Trades. The role is also to 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</p> <p>She/he 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 Head of Electrical Trades is also expected to manage the finances of the department effectively.</p> <ul style="list-style-type: none"> ▪ <u>Minimum Number of Years' Experience:</u> 8-10 years ▪ <u>Minimum Education Required:</u> Bachelor's Degree in Mechanical or Electrical Trades or any related field is required. [Master's Degree preferred] ▪ <u>Anticipated Start Date:</u> December 2016
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IMPORTANT NOTICE/REQUIREMENTS

Successful candidates will be expected to travel to New York for a semester-long (in-residence) 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 air travel and room/board costs associated with this professional development program. **Only applicants with the desire and the ability to be away from Nigeria for this period of time and with a valid international passport will be selected.**

HOW TO APPLY Only applications that include all these documents will be considered complete:

1. Letter of interest
2. Updated CV
3. Three reference letters from individuals familiar with your professional background
4. Copies of valid travel documents

DEADLINE

Applications received by **Midnight on August 19, 2016** will be given priority. Review of applications will start immediately.

SALARY

Attractive/Competitive for both local and expatriates.

NOTE: All application must be submitted via email to: praxisatlantis@praxisatlantis.com