

## Position Description



Position Title:	<b>Chief Executive Officer</b>	Scale:	<b>3</b>
Entity:	<b>National Commission for Further and Higher Education</b>		

### Overall Purpose of Position

The Chief Executive Officer shall be responsible for the management of the Commission's resources in an efficient and effective manner, and the achievement set in its work programme in line with policy, the Government's Reform Programme and national and international targets including those related to 2020.

### Main Responsibilities

#### Planning and Budgeting

- Oversee the coordination and preparation of NCFHE's annual Financial Estimates and conduct preliminary analysis of estimate proposals.
- Coordinate the setting of the strategic direction and the administration of NCFHE's Budget.
- Co-ordinate the preparation and delivery of NCFHE's strategic and business plans.
- Co-ordinate the provision of senior policy direction on the preparation and implementation of operational plans and budgets within NCFHE.

#### Management and Technical

- Design, plan, implement, manage and monitor all activities as outlined in NCFHE's work programme;
- Develop the necessary strategies for the implementation of the objectives of NCFHE;
- Manage day-to-day operations ensuring that staff and financial resources are managed in accordance with the law and Government policies;
- Ensure organisational coherence and the avoidance of overlapping work areas;
- Provide support to the performance of staff members by providing feedback, and pointing out area for improvement as well as contributing towards the inputs improved and efficient performance of NCFHE;
- Provide direction in managing the office environment, including the procurement and use of equipment, materials and supplies, and other required technical resources;
- Ensure the implementation of approved and agreed initiatives, in part by maintaining and implementation record log;
- Provide advice on the utilisation of resources;
- Provide direction on the development of a management information system where required;
- Ensure that goals and objectives for staff assigned to them via EU funded projects are achieved;
- Ensure that the work assigned to staff meets the deadlines and required standards;
- Ensure that work guidelines and budgets are adhered to;
- Liaise with Directorates within the Ministry where necessary;
- Develop the progressional relationships with other Public Sector entities and further and higher education institutions;
- Provide direction to the research function within NCFHE, the validation of informal and non-formal learning as well as MQRIC;

- Supervise activities of staff involved as project managers/leaders of EU funded projects;
- Keep abreast of overseas trends and developments in referencing, validation of informal and non-formal learning, and qualifications framework and evaluate their applicability locally.
- Oversee the coordination of any media and communications related to NCFHE.
- Seek standardisation and simplification in all procedures related to NCFHE.
- Ensure that information sessions are organised as required with a view to ascertaining that all stakeholders of NCFHE are fully informed and conversant with regulations, procedures and policies.
- Ensure the delivery of the strategic and operational plans of NCFHE within approved budgets.
- Provide leadership to the staff of NCFHE, and manage their performance, in part by agreeing personal performance plans with them, evaluating their performance, providing regular feedback, and pointing out areas for improvement.
- Review at a strategic level, the utilisation of the resources of NCFHE, and ensure that these are used fully and effectively in a manner encouraging client confidence.
- Alert the Permanent Secretary to any issues, problems and unmet administrative requirements that require attention and make appropriate recommendations.
- Advise the Permanent Secretary on the operational implications of new administrative policies or changes to existing policies.
- Undertake longer term policy and operational planning and carry out any research as may be required.
- Establish standards of performance and implement performance reviews and performance improvement plans.
- Ensuring visibility of the work of NCFHE, and fostering community participation, rapport with stakeholders and educational institutions.
- Fostering the sustainable growth of NCFHE through the promotion of increased services.
- Make proposals to the Permanent Secretary to enable NCFHE to achieve better performance and to improve accountability.

### **Consultation**

- Develop and maintain contacts with senior officials in the Ministry for Education and Employment, other Ministries, parastatal bodies and the private sector to ensure a cross-cutting approach to policy making and service delivery, and the identification and resolution of problems in a fully co-ordinated way.
- Represent NCFHE and, where and as appropriate, exercise a strategic role on inter-Ministerial or inter-governmental policy development or planning teams.
- Liaise with officials in foreign jurisdictions to ensure that, where necessary, agreements or protocols are established.

### **Continuous Professional Development**

- Keep well informed and up-to-date on all matters in all areas related to further and higher education, and on any national or international obligations affecting this area.
- Take every opportunity to acquire new leadership and management skills.

### **Others**

- Manage or discharge such other responsibilities as may, from time to time, be assigned by the Chairperson.

### **Working Conditions**

- Ability to work under pressure.
- May be required to work late or at weekends or public holidays to meet deadlines.
- May be required to travel abroad on official business.

### **Management Knowledge / Skills / Qualifications**

- A relevant higher education qualification;
- Excellent and up-to-date knowledge in matter related to all areas related to management;
- A thoroughgoing knowledge of legislation and policy on all areas related to further and higher education;
- Knowledge of regulations, structures and practices pertaining to further and higher education;
- Proven leadership skills, especially the ability to get the best out of people, and a strong focus on delivering results;
- The ability to reach sound, supportable and independent conclusions on policy issues, and to produce innovative recommendations and effective solutions;
- Seasoned judgement and the ability to take sound decisions;
- Excellent communication (oral and written) and interpersonal skills; and
- Full computer literacy.

*28 September 2016*