VACANCY NOTICE 08/2018

RIT KOSOVO (A.U.K)

Job Profile – Training and Development Institute (TDI) Director– Full-Time Position

The TDI Director is responsible for a coordination of TDI activities with RIT Kosovo (A.U.K) Staff including the Finance, Human Resources and Office Management Departments. Cooperating with RIT Kosovo (A.U.K) Dean and Admissions Director to deliver language prep programs for students preparing to enter RIT Kosovo (A.U.K)’s undergraduate and graduate programs.

Primary Duties and Responsibilities:

- Lead the design, implementation, and enhancement of new qualitative public training programs built with subject matter experts to meet human capacity development needs in the market.
- Lead design, application, development and deployment of grant or open tender projects.
- Build a development culture in partnership with community, organizations, business and industry leaders in identifying continuing education needs, develop programs and design courses to meet specified needs.
- Demonstrate strategic agility with the capacity to understand complex business problems, market trends and challenges, workforce development needs and synthesize them into a clear concise development plans for clients.
- Demonstrates strong leadership with the ability to influence and motivate cross functional teams to gain their cooperation and engagement for overall learning strategies and execution
- Be comfortable with all levels of management and able to communicate (both orally and written) the vision of RIT Kosovo (A.U.K) and TDI and present effectively to customers, associates, and leadership
- Be an analytical problem solver; able to understand interdependencies of department functions and impacts of decisions; and set priorities based on what is important. Strong leadership presence.
- Develop an annual work plan and budget for approval by the COOO and the President of RIT Kosovo (A.U.K). Monitor Institute expenses aligned to the agreed budget.
- Provide oversight and evaluation of TDI staff and trainers. Provide professional and personal support to staff as needed. Encourage and coordinate the professional development of TDI staff
- Promote TDI’s products and services. Integrate TDI into the development of Kosovo’s business and public institutions. Maintain the TDI marketing network. Ensure the preparation of sufficient, high-quality TDI marketing materials
- Support RIT Kosovo (A.U.K) students and faculty members with project work and case studies upon the request of the Director of Academic Affairs
- Prepare systematic evaluations of programs, both on going and post –program. Follow-up with business clients in terms of customer satisfaction and additional training needs.
- Prepare and submit a detailed Monthly Report to COOO
- Update job descriptions of trainers/consultants and TDI staff
• Hire, orient and integrate new TDI or project staff as necessary
• Prepare and lead TDI staff meetings and review all external TDI communications
• Performs other duties as assigned.

Qualifications:
• Education: Bachelor degree and a relevant combination of academic and professional experience and qualification; Master degree would be an asset. Project Management Certification would be an asset.
• Experience: Minimum of 6-8 years’ experience in a similar environment
• Experience: Demonstrate experience in writing grant proposals and managing workforce development projects
• Languages: Professional fluency in English, excellent Albanian. Proficiency in Serbian language would be an asset.

Working Conditions
• Works in an office environment;
• Works within a standard work week but may need to flex his/her work schedule; and
• May be required to work evenings and weekends during major campaigns and/or special events.

Please submit your CV, copy of diploma, two professional reference letters and complete the job application form that you need to download from the RIT Kosovo (A.U.K) website (click the link under the Employment Opportunities) at:

http://kosovo.rit.edu/home/employment-opportunities.html

Please submit all these documents via email to the Human Resources Office at:

hr@auk.org

Most consideration will be given to applications received on or before Friday, September 21, 2018 and to RIT Kosovo (A.U.K) Alumni.

Only shortlisted candidates will be interviewed.