



**DIRECTOR (MORENDAT INSTITUTE OF OIL AND GAS) - GRADE KPC 2 - Job Ref No. KPC/ADVT/11/2023 (1post)**

**a) Job Purpose**

Responsible for the day to day running of the institution, implementing, and maintaining excellent training programs and facilities. Have the overall mandate of establishing a strong academic, research and administrative foundation for the Institute.

**b) Job Description**

- i. Overall management of the institution including human and financial resources.
- ii. Serving as accounting officer for the institution.
- iii. Developing systems, procedures, and strategies for implementing the institutions mandate.
- iv. Supervising and coordinating training and consultancy programs in the institution.
- v. Reviewing and implementing respective master plans for the institution for training and research in Oil and Gas production, processing, distribution, and related issues.
- vi. Ensuring full operationalization of the institution as a competency-based training institution.
- vii. Facilitating recruitment and selection of both academic and administrative staff.
- viii. Coordinating the planning, development, and review of training programs according to identified needs.
- ix. Liaising with academic and research institutions, other stakeholders, and national institutions in relation to research and skills transfer.
- x. Identifying and engaging potential partners and donors to support the Institute both financially and materially to effectively carry out its mandate.
- xi. Managing the selection, training, and examining of trainees to ensure quality of courses and relevance to sector needs.
- xii. Ensuring effective and efficient utilization of resources assigned to capital projects in the institution.
- xiii. Performing any other related duties as may be assigned from time to time.

**c) Person Specification**

- i. Master's Degree from a recognized institution.
- ii. Bachelor's degree in education (Educational Administration or Educational Leadership or Curriculum and Instruction), OR Masters in any social a relevant field with over 12 years hands experience as a trainer/faculty member in a recognized Institution of higher learning.
- iii. An earned PhD degree will be an added advantage.
- iv. Having at least 12 years' experience in Training in an Institution of higher learning, five (5) of which should have been in leadership.
- v. Demonstrable knowledge of Technical and Vocational Education and Training (TVET) industry and Competency Based Education and Training.
- vi. Membership of relevant professional body.
- vii. Proficiency in Computer applications.

#### **d) Key Skills and Competencies**

- i. Strong well-developed interpersonal skills.
- ii. Knowledge of best practices and research in curriculum, assessment, and instruction.
- iii. Flexibility and responsiveness in handling and determining issues, sound analytical skills and the ability to identify with precision the critical factors of a problem in an impartial and objective way.
- iv. Understanding of Oil and Gas business.
- v. Ability to work successfully with trainers in the development and revision of Institute's curricula.
- vi. Ability to work with diverse curricula subject areas.
- vii. Ability to deliver articulated vision for change, create a sense of urgency around change and motivate staff to join change efforts.
- viii. Ability to empower staff through coaching and counselling by emphasizing accountability and results oriented management.
- ix. Demonstrate technical expertise in risk management, project management, quality assurance as well as monitoring and evaluation.