



Creating a brighter
future in Communication

VACANCY ADVERT – HEAD OF ACADEMIC AFFAIRS

Position: Head of Academic Affairs

Department: GTMI

Report to: Director, GTMI

Applications are invited from suitable qualified Gambians to fill the vacant position of Head of Academic Affairs

Key duties and responsibilities

- Ensure the development and management of the institute's functions so as to meet the customers' needs.
- Identify new training needs/markets and formulate training strategies to meet the needs.
- Initiate designing, formulation and development strategies for staff development.
- Ensure that the training programmes are relevant to the customer/market.
- Monitor students' performance.
- Co-ordinate research, consultancy and evaluate the training programmes offered.
- Participate in formulation of human resources policies that enhance the institutes' optimal resources utilization and mobilization.
- Ensure that the institutes' support services are operating efficiently and optimally to meet needs of the clientele and the institute.
- Serve as Chairperson of the Institute's Academic Board.
- Any other duties that may be assigned by the Director, GTMI

Qualification and experience

Applicants must possess a recognized Master's degree in Education/Training, Business/Public Administration or Telecommunications Engineering plus seven years post qualification experience in an educational/training Institution, the civil or public enterprise organization. In addition, he/she should have demonstrated appropriate managerial experience with excellent oral and interpersonal communication and skills.

Skills and Core Competences

- Applicants must be computer literate
- Be innovative and assertive
- Ability to work under pressure and in teams
- Ability to meet critical deadlines
- Must be below 50 years of age

Salary: the salary attached to the position is category I Grade C Base of the Company's Pay Scale.

Closing date

Interesting applicants should submit a cover letter, curriculum vitae with two referees and photocopies of relevant certificates no later than Friday, 15th July, 2022.

Managing Director
Gambia Telecommunication Company Limited
GAMTEL House
P.O.Box 387
Banjul

Only short-listed candidates will be contacted for interview.