



JOB DESCRIPTIONS

Deputy Director (Training Programme) - Grade RS2

1. To assist the Centre Director in all matters related to training programmes and to be responsible for all academic matters in the absence of the Director;
2. To be responsible for the management of the Training Programme Division and to provide leadership for effective teamwork among professional staff;
3. To be in charge of the strategic and operational planning, organising, leading and controlling of the Division as well as to prepare Annual Work Targets, Action Plans, Budget and review of the Division's programme;
4. To coordinate the management of laboratories, activity rooms and all other resources effectively;
5. To provide the theoretical and technical content for the training/development of courses, research and collaborative projects and other activities;
6. To plan, coordinate and be involved in the conduct of all regular courses and customised courses;
7. To collaborate with the Research and Development Division on research projects in relation to curriculum development and classroom practice;
8. To assist in the planning of the staff development activities in the Training Division;
9. To continually evaluate the training programmes to meet the needs of clients;
10. To evaluate the performance of participants, Training Division's professional and support staff;
11. To be a member of the Editorial Board of RECSAM's publications; and
12. To undertake any other duties as required by the Centre Director.