

DUTIES AND RESPONSIBILITIES

To facilitate, coordinate, professionalize and build up stronger team in the field of Hospitality and Tourism in order to become a first leading institution. And all students can get better-paid job and become more professional.

Activities and responsibilities:

- Work with the steering committee of the Training Institute to look for more opportunities in adapting the program to the real market need.
- Work with the team to create the standard program to be recognized by the nation as the leading practical learning institution.
- Benchmark the Institute program to international training institutions, which will bring the whole team to become professional educator in the field of business.
- Identify and Edit the competency of Institute by benchmarking the competency standard as international skills in the field of Hospitality and Tourism
- Consider to set up module based course in which trainees are able to have flexible way to be in Training program at any time for shorter period with longer way for their future.
- Enable team in capacity of writing curriculum to adapt to developing market both locally and regionally.
- Unit and Lessons must be put in good structure for students in different skills to catch up easily and stay motivated to learn as well.
- Make sure the Restaurant and Hotel activities are well prepared to train and show the students how to be skilled trained people with working ethics.
- Sequences of practical activities are well planned with clear Pedagogy objective
- Safety and security for students and staff must apply strictly to every one.
- Identify a clear teaching schedule and conduct regular class observations.
- Control working hours and shifts
- Write Job Descriptions for staffs and objectives as well if required
- Work closer with student affairs for Student internships and agreements with companies.
- Control & conduct discipline of students closely
- Make sure that student use English during their study time.
- Student promotion with Orientation and Social team must be proactive among each other within Shugan Hospitality Institute.
- Follow up student quality not only in Institute but also in apprentice system and internship area in company.
- Keep updated information about existing companies and new companies for Partnerships.

QUALIFICATION AND COMPETENCIES

Recognized degree in related fields and experience of 10 years in the field of Education and managing teams. High level of Written and Verbal English Capacity to attend meetings and presentations.

- Values and Ethics
- Flexibility
- Impact on Others
- Collaboration
- Program/Service Excellence
- Resource Management
- Initiative
- Leading Others
- Development of Others
- Computer skills

Become and remain proficient in all programs necessary to perform the everyday duties of this position, including proficiency in MS Office Products, Patience, Adaptability and Commitment.