



Job Title	Manager II – Various Institutes
Department/Institute	Various Institutes
Reporting to	Director
Main Objective	To support the effective management and continuous development of the institute through the coordination of operations, resources, compliance, and stakeholder engagement in alignment with institutional goals.

1. Assist in the management of the day-to-day operations and resource management of the institute
2. Manage operations involving institute CPD, teaching, work-based-learning and assessment
3. Coordinate activities and resources including but not limited to procurement, maintenance and recruitment
4. Manage institute compliance with policies and procedures including by not limited to QA, student management, attendance
5. Compile reports as required
6. Assist in the management of part-time/bespoke courses
7. Liaise with management, staff, students and other stakeholders
8. Manage institute outreach initiatives and relations with industry
9. Support planning and implementation of institute initiatives
10. Lead and support staff as required
11. Perform other duties as may be assigned from time to time by the institute directors.
12. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.