



Job Title	Manager I – Centre for Learning and Employability (CLE)
Department/Institute	CLE
Reporting to	Director – Institute for the Trades and CLE
Main Objective	To work on the implementation of the different programmes and services offered by the centre and to contribute towards the internal accreditation process of MCAST IVET and CVET programmes.

DUTIES AND RESPONSIBILITIES:

1. Under the direction of the Director or a delegate of the Director, take responsibility for the coordination of designated programmes or services offered by the centre.
2. Engage with respective college stakeholders in the development and management of curricular programmes at MCAST.
3. Under the direction of the Director or a delegate of the Director take responsibility for the the day to day needs, procurement, and other needs of CLE programmes, services, classrooms, workshop and hospitality kitchen.
4. Be responsible for the organisation of internal meetings, events, stakeholder meetings, curriculum with industry events and seminars organised by CLE as guided by management.
5. Assist the Manager responsible for students' transition to MCAST in the Partner Schools project as implemented and led by CLE.
6. Keep track, monitor and report of all changes conducted in curricular programmes, and update all associated documentation.
7. In collaboration with the respective coordinators, conduct curricular evaluations as often as required, in line with internal quality assurance standards.
8. Keep updated with European and National policies, legislation and key reference reports related to curriculum, quality assurance, learning outcomes and key competences.

9. Liaise with Registrar and Institutes' Administration and staff to assist in the development and/or review of Programmes of Study
10. Liaise with MG2I Administration and staff to assist in the development and/or review of education and training programmes.
11. Participate in National/European Projects as required by the department and the College.
12. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.