



JOB DESCRIPTION

Job Title:	Executive, Professional and Continuing Education
School/Department:	Professional and Continuing Education Unit, Teaching and Learning Office
Job Family and Level:	Professional Services / Level 3
Contract Status:	Permanent
Location:	The University of Nottingham Semenyih, Selangor.
Reporting to:	Assistant Manager, Professional and Lifelong Education
Purpose of role:	<p>The Executive for Professional and Continuing Education is responsible for assisting the Assistant Manager, Professional and Lifelong Education in developing and managing professional and lifelong education programmes to ensure high-quality offerings that meet the needs of both internal and external stakeholders as well as provides lifelong learning opportunities for individuals in various industries.</p> <p>The post holder will also be responsible for day-to-day management of the programmes.</p>

Specific role:

No.	Main Responsibilities
1.	Working closely with the Assistant Manager, Professional and Continuing Education to identify trends and needs in the marketplace, develop curriculum and marketing strategies to promote professional and lifelong education.
2.	Providing support in developing and managing professional and lifelong education programmes that meet the needs of the target audience as well as ensuring the quality of the programmes meet both local and international standards.
3.	Assisting school/department to develop and deliver professional and lifelong education that aligns with the programme objectives and goals.
4.	Communicating with other departments in the University to support the good governance, practices and policies by providing continuous compliance support, awareness, and advices.
5.	Providing secretariat support to the Office for internal and external engagements, audit review, and reports.

No.	Main Responsibilities
6.	Manage the day-to-day operations of the programmes and prepare reports and other documentation as required. Supporting general administrative activities, inquiries, requisitions, archiving, and front services for the office.
7.	Any other duties appropriate to the grade and role of the post holder.

Job Requirement:

Specification	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Minimum of Bachelor's degree in Education, Business Administration or a related field. 	
Knowledge and Skills	<ul style="list-style-type: none"> A minimum of 4 years of working experience in a similar role, with knowledge of program development, curriculum design or project management experience. This role requires good communication and interpersonal skills and the ability to provide information and supports to a wide range of internal and external stakeholders. 	<ul style="list-style-type: none"> Working experience in the development of micro-credential, short course, professional development programme, tailored training programme.
Working Experience	<ul style="list-style-type: none"> Good track record of relevant work experience, demonstrating expertise in various fields/industries. Considerable experience in a relevant field. Ability to work accurately under pressure and to meet deadlines. Good understanding of regulations and legislation. Good advanced analytical and problem-solving capability. Process skills in planning and management. 	<ul style="list-style-type: none"> Experience in both Ministry of Higher Education (MOHE) and Malaysian Qualifications Agency (MQA). Experience in Events Management and/or similar jobs
Character Attributes	<ul style="list-style-type: none"> High degree of initiative, responsibility, self-motivation, and a 	

Specification	Essential	Desirable
	professional and proactive approach to problem-solving. <ul style="list-style-type: none"> • Ability to work with others 	
Others	<ul style="list-style-type: none"> • Knowledge of e-learning platforms, instructional design, and adult learning environment. • Common sense. 	