

Job Description | Head, Academic Strategy and Delivery, NUTM Scholars Program

About Nigerian University of Technology and Management

The **Nigerian University of Technology and Management (NUTM)** is a pioneering higher education initiative to identify and train the next generation of leaders in technology and management for Africa. NUTM will strive for excellence in technology and management and become a hub for best-in-class learning and research. It will focus on areas in Science, Technology, Engineering, Mathematics, and Management in its academic offerings at the undergraduate, postgraduate, and doctoral levels.

About NUTM Scholars Program

The **NUTM Scholars Program (NSP)** is NUTM's flagship program. It is a one-year full-time interdisciplinary postgraduate program in Technology, Entrepreneurship and Design. During the program, Scholars will learn and study concepts in technology, entrepreneurship and design, management and leadership. The NSP intends to groom stellar young leaders from a diverse range of backgrounds across Africa to be change agents for the region and the world.

About the role

We are offering a unique opportunity to build an institution characterized by excellence. One that will significantly impact higher education in Nigeria and Africa. This role has immense potential to evolve, as the University grows.

We are looking for a proven leader with experience leading and coordinating academic initiatives for higher learning institutions. The **Head, Academic Strategy and Delivery** must be able to take ownership for the strategic planning and delivery of academic programs, build a team, and initiate and manage strategic partnerships.

The role of **Head, Academic Strategy and Delivery** will sit within the NUTM Project Management Office and work closely with the Director, Project Management Office, Dean, NUTM Scholars Program, other Deans and the Governing Board to develop and implement the academic strategy for NUTM.

Responsibilities

1. Identify the right opportunities in the market through secondary and primary market research and develop necessary strategies and recommendations around them.
2. Design and develop new academic programs by working with subject matter experts and the needs of industry.
3. Lead the curriculum design, rigour and content curation of programs/courses by working with subject matter experts, faculty and industry leaders.
4. Define and refine course requirements based on research and feedback from employers, subject matter experts and students.
5. Design new program activities to improve learning outcomes and experience for faculty, students and guest speakers.
6. Manage program/course launches and ensure a unified user experience for students all the way from application through to career transition.

7. Prepare project plans as required for launching new programs/courses and any other new initiatives.
8. Deliver on key performance indicators of NUTM programs including: learner and faculty satisfaction; metrics around enrollments, retention, completion etc.; and graduate placements.
9. Develop and implement alumni engagement strategies and track career progression of graduates.
10. Work with cross functional teams including operations and academic affairs to ensure that program delivery is process driven, consistent and of excellent quality.
11. Organize and manage all admission and outreach activities, including digital and traditional marketing campaigns, roadshows, University outreach programs, webinars, information sessions, and other activities aimed at publicizing NUTM and its programs to attract the right applicants and build a significant pipeline of candidates.
12. Drive the student selection process and coordinate the activities of the Admissions committee.
13. Engage with local and international faculty and manage relationships and lead agreements, negotiations and renewals.
14. Facilitate industry involvement, including the formation of partnerships with businesses and other organizations to support experiential learning, scholar internships and job placements
15. Strategize and ensure sufficient participation of guest lectures and workshops to showcase NUTM students and enhance the growth experience of the students.
16. Provide regular progress updates for team and board meetings
17. Oversee the hiring and retention of eligible faculty members for NUTM and manage overall faculty experience
18. Oversee the establishment and maintenance of academic policies and procedures for all programs
19. Support activities to establish NUTM's brand and ensure alignment with the overall vision of the institution.

Preferred Qualifications

1. Minimum of Master's degree in any discipline.
2. 8+ years of experience with minimum 5 years of relevant work experience in higher education.

Functional Competencies

1. Strong passion for higher learning and interest in institution building
2. Demonstrated experience in managing a team and complex administrative processes
3. Exceptional oral, interpersonal, writing and presentation skills
4. Strong work ethic, drive and energy with a result-oriented mindset
5. Able to effectively interface with senior academicians and industry experts
6. Self-reliant and able to work in a start-up environment
7. Positive attitude and demonstrated commitment to excellence
8. Familiarity with global developments in higher education and strong awareness of the Nigerian education sector.

9. Strong analytical skills with a track record of developing actionable recommendations from research data
10. Strong interpersonal skills and an ability to collaborate and maintain effective relationships with all NUTM stakeholders including senior industry executives
11. Strong research and project management skills

Compensation

Competitive salary package

How to apply

e-mail your CV and cover letter to hr@nutmng.org