

DIRECTOR OF CONTINUING EDUCATION (D-2)

The incumbent performs the collective attributions of the senior staff described before, in the following fields of activities:

- training: general, vocational, sociocultural, customized, retraining, professional retraining and, if needed, international cooperation and training;
- marketing and funding of training activities;
- organization of instruction: scheduling of the courses, management of the premises, schedules and materials;
- supervision of instruction: application of the governing regulations of the program organization, approval of the course outlines, development of interpretive tools, adult education leadership towards the educators, assistance for the students and assessment of the training process, management of the attendance and supply of the educators;
- prior training assessment;
- improvement, development and experiment of new programs, courses and services;
- development of the cooperation and consensus building relationship with various socio economic interveners of their area.