

Job Title: Executive Director, AIT Extension	
Work Location: Asian Institute of Technology	
School/Office: AIT Extension	
Department/Work Unit/Project: Office of the Executive Director	
Reports to: Vice President Knowledge Transfer	
Number of people to supervise: 8 (total payroll: 40-45)	Number of Job Holders: 1
<p>Job Description:</p> <p>AIT Extension is the Institute-wide center primarily responsible for the Institute’s outreach. Its functions include executive education, professional development courses, continuing education courses, capacity-building consultancy, and organizing conferences and workshops. AIT Extension collaborates with a vast network of clients such as government agencies, NGOs, private sector enterprises and other organizations.</p> <p>AIT Extension also provides support services and staff development programs to AIT Schools and non-academic units. AIT Extension is led by an Executive Director. In collaboration with the AIT Vice President of Knowledge Transfer (VPKT), to whom he/she reports, the Executive Director is responsible for defining the strategic direction of AIT Extension, and executing its programs.</p> <ul style="list-style-type: none"> • Lead the development of a strategic framework consistent with AIT’s mission • Lead the development of a business plan • Lead the development of innovative teaching with new technology and online or hybrid modes of instruction • Develop clients for AIT Extension from government, organizations, foundations, and private sector, with special emphasis on increasing the percentage of our enterprise clients • Organize and manage internal structure • Lead partnership development • Represent AIT Extension on Institute-level bodies • In consultation with administration, formulate and agree an annual operating budget • Generate income and manage financial resources of the unit for financial sustainability • Oversee operations and ensuring compliance with Institute level and unit-specific policies and procedures • Ensure quality of all products and services • Allocation of AIT Extension resources according to emerging priorities • Ensure effective coordination with other units at AIT and with Schools specifically working closely with the faculty to complement or cooperate on academic programs and offerings • Supervise development and conduct of all activities • Implement policy and procedures on productivity and performance, including making recommendations on appointments, contract renewals and promotions. • Represent AIT Extension to external clients, and to participants • 	
<p>Job Specifications:</p> <ul style="list-style-type: none"> • A graduate level degree in a relevant discipline. A doctorate is preferable. • Substantive experience in an international working environment, including experience in managing professional development programs • At least ten years progressively responsible professional experience in teaching professional development courses in a related field • Sound knowledge of adult learning principles, group facilitation, familiar with new training technologies and approaches, and ability to put them into practice • Well acquainted with technical and economic development levels of countries in the region 	

- Excellent communication skills and ability to prepare technical reports and conduct seminar/workshops/training programs
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Approachable, responsive, aware and sensitive to cultural, religious and gender differences
- Results oriented, flexible and adaptable.