

# Curriculum Vitae

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## A. BRIEF OVERVIEW OF MY CURRENT ROLE

As the Chief Quality Assurance Officer at the SINU Standards and Quality Office, I play a pivotal role in ensuring that Solomon Islands National University (SINU) adheres to high standards of quality in education and institutional processes. My responsibilities encompass the following key areas:

- **Quality Assurance Leadership:** Overseeing the establishment and implementation of high-quality standards and assurance policies to enhance educational and operational performance.
- **Operational Planning and Budgeting:** Supporting the planning and allocation of resources, ensuring alignment with institutional goals, and facilitating transparent budget management across various departments.
- **Collaborating with global partners** to promote international education and research initiatives.
- **Conducting thorough research and evaluating university processes** to inform strategic decision-making and improve the quality of education.

## B. PROFESSIONAL SUMMARY:

### ***Highlight of key skills and areas of expertise.***

As a seasoned professional, I bring to the table a wealth of expertise and a diverse skill set that spans across several key areas;

- ***Strategic Thinking:*** Demonstrated ability to think strategically, identifying opportunities and challenges, and developing solutions that drive organizational success.
- ***Strategic Planning:*** Proficient at formulating and executing strategic plans that align with organizational objectives, particularly within the dynamic landscape of academic institutions.
- ***Monitoring and Evaluation:*** Proficient in designing and implementing robust monitoring and evaluation frameworks to assess the effectiveness of programs, ensuring continuous improvement and informed decision-making.
- ***Budgeting and Reporting:*** Extensive experience in developing and managing budgets, allocating resources carefully, and providing transparent and comprehensive narrative and financial reporting.

- *Innovation*: Fostering a culture of innovation, I bring creative solutions to challenges, ensuring a forward-thinking approach in all aspects of organizational development.
- *Interpersonal Skills*: A strong emphasis on building and maintaining effective relationships, collaborating with diverse stakeholders, and fostering a positive work environment.
- *Communication*: Exceptional communication skills, both verbal and written, enabling the effective conveyance of complex ideas and strategies to various audiences.
- *Teaching and Learning*: Initial training was in teaching and learning both in academic and competency based learning and also adult learning.

***Industries or fields of experience.***

- My professional journey has primarily unfolded within the education sphere, encompassing roles in private, government, and non-governmental organizations (NGOs). This diverse experience has provided me with a comprehensive understanding of the complexities and degrees within educational institutions. Whether navigating the complexities of private sector dynamics, contributing to the public sector's educational initiatives, or collaborating with NGOs to address broader educational challenges, my career has been a continuous commitment to advancing the quality and impact of education at various levels from primary to secondary and now Tertiary.
- This rich background really equips me with a holistic perspective, enabling me to navigate the unique challenges and opportunities that arise in the ever-evolving landscape of education.

**C. EDUCATION:**

**Master of Business Administration (MBA)** University of the South Pacific, (Honiara, Solomon Islands] - Graduated: [September, 2019]

My educational journey culminated in the attainment of a Master of Business Administration (MBA). This advanced degree equipped me with a strategic and comprehensive understanding of management principles tailored to the unique challenges and opportunities within the educational and the Business sectors. The program delved into areas such as organizational leadership, financial management, and policy implementation, enhancing my ability to contribute effectively to the strategic development of educational institutions.

**Bachelor of Education in Primary Teaching.** University of the South Pacific, [Suva, Fiji] - Graduated: [September, 2008]

My undergraduate studies were marked by a Bachelor's degree in Education and Administration with a major in teaching. This foundational education laid the groundwork for my professional journey, providing a solid academic foundation and fostering critical thinking skills that have proven invaluable in my subsequent roles.

**Additional Certifications:**

***Certificate IV in Leadership and Management (ongoing- four units to complete)] - [Queensland TAFE]***

- Certificate IV in Leadership and Management is a vocational qualification designed to develop essential skills and knowledge for individuals aspiring to or currently in leadership and management roles. While the specific content may vary, here is a general overview of the qualification:
- This certificate program covers a range of key competencies in leadership and management, providing participants with a solid foundation to excel in supervisory or managerial positions. The curriculum typically includes units focused on areas such as:
- **Leading Teams:** Understanding and applying effective team leadership strategies, fostering collaboration, and managing team performance.
- **Operational Planning:** Developing skills in planning and organizing operational goals, including resource allocation and monitoring progress.
- **Communication Skills:** Enhancing verbal and written communication skills, with an emphasis on effective workplace communication and conflict resolution.
- **Implementing Innovation and Change:** Learning how to lead and manage organizational change, foster innovation, and adapt to evolving business environments.

***International Skills Training Course (TVETCOO2 Assessor Course)] - [Queensland TAFE, 20 January, 2021]***

The TVETCOO2 Assessor Course is designed to equip participants with the necessary skills and knowledge to assess competency in technical and vocational education and training settings. The content of such a course might include:

- **Assessment Principles:** Understanding the principles and practices of competency-based assessment in the context of technical and vocational education.
- **Assessment Methods:** Exploring various assessment methods and tools used in TVET settings, such as observation, practical assessments, and questioning techniques.
- **Competency Frameworks:** Familiarization with industry-specific competency frameworks and standards, ensuring alignment with industry requirements.
- **Feedback and Reporting:** Developing skills in providing constructive feedback to learners and preparing assessment reports.
- **Quality Assurance:** Understanding the importance of quality assurance processes in assessment, ensuring fairness, reliability, and validity.
- **Legislation and Compliance:** Knowledge of relevant legislation, policies, and compliance requirements related to TVET assessment.
- **Communication Skills:** Enhancing communication skills, especially in providing clear instructions, asking effective questions, and facilitating a positive assessment experience.
- **Practical Application:** Hands-on experience in conducting assessments, evaluating performance, and making informed judgments on learner competency.

These educational experiences not only reflect my commitment to continuous learning and professional development but also underscore my dedication to acquiring the knowledge and skills necessary to excel in diverse roles within the education sector.

**D. OTHER PROFESSIONAL DEVELOPMENTS**

<b>1. OTHER PROFESSIONAL SKILLS DEVELOPMENT (List any other relevant skills training attained which contributed to your skills or knowledge development ) -</b>	
<b>Date Attended/ OR Length of Course</b>	<b>Name of Certifications and Accreditations and organization/Facilitator</b>
2 days 2023	Data Analysis in MS Excel with AI Tool
8 hours 2011	Organizational Change Management by Bill Synnot and Associates
4 days 2007	Policy Development by MEHRD Consultant
2 weeks 2006	Education Stats, Sch. Stock Management and Teaching Service Handbook by MEHRD consultants
4 weeks 2005	Ed. Planning and Development by USP
8 hours May 9 2005	Basic Action Research by USP IOE
4 weeks 2004	Educational Project Planning by USP

**E. WORK EXPERIENCE**

*Relevant work experiences in reverse chronological order (The most recent is at the Introduction.)*

**Chief Quality Assurance Officer (Dec 2024 – to-date)**

*Organization – Solomon Islands National University (SINU).*

*Key Responsibilities:*

**1. Leadership in Quality Assurance Initiatives**

- Spearhead the development and implementation of quality assurance initiatives that align educational outcomes with the university's strategic goals.
- Collaborate with academic and administrative departments to ensure that quality assurance standards are integrated into all university processes, programs, and practices.

**2. Development of Quality Assurance Policies and Procedures**

- Design, refine, and implement comprehensive quality assurance policies and procedures that promote academic integrity, enhance teaching and learning outcomes, and ensure compliance with national and international accreditation standards.
- Regularly review and update these policies to reflect best practices in higher education quality assurance.

**3. Quality Assurance Framework Development**

- Establish and maintain a robust quality assurance framework that includes key performance indicators (KPIs) and benchmarks for evaluating the effectiveness of educational programs and services.

- Develop systematic processes for conducting assessments, reviews, and evaluations of academic programs to ensure they meet quality standards and stakeholder expectations.

#### **4. Monitoring and Evaluation**

- Lead ongoing monitoring and evaluation activities to assess the effectiveness of educational programs and the implementation of quality assurance processes.
- Organize and facilitate internal audits and program reviews, providing constructive feedback and recommendations for continuous improvement.

#### **5. Stakeholder Engagement**

- Foster collaboration among stakeholders, including faculty, staff, students, and external partners, to ensure a comprehensive approach to quality assurance.
- Organize workshops, training sessions, and seminars on quality assurance practices to build capacity and awareness among stakeholders.

#### **6. Reporting and Communication**

- Prepare and present comprehensive reports on quality assurance activities, outcomes, and recommendations to university leadership and relevant committees.
- Ensure transparent communication regarding quality assurance policies, procedures, and findings to all stakeholders within the university community.

#### **7. Professional Development and Capacity Building**

- Identify training needs related to quality assurance for faculty and staff, and coordinate professional development programs to enhance their understanding and implementation of quality assurance practices.
- Encourage a culture of accountability and continuous improvement by motivating staff to engage in quality assurance activities and embrace best practices.

#### **8. Accreditation and Compliance**

- Oversee the preparation of documentation and reports required for national and international accreditation processes, ensuring that the university meets all necessary standards.
- Act as a liaison with accrediting bodies and governmental agencies to facilitate the accreditation process and maintain compliance with regulatory requirements.

### **Principal Planning Officer (Feb 2023 – Nov 2004)**

*Organization – Solomon Islands National University (SINU).*

#### **1. Strategic Planning**

- Lead the development, implementation, and evaluation of SINU's strategic plan in alignment with its mission and vision.
- Engage with stakeholders across the university to gather input and ensure alignment with overall strategic objectives.
- Monitor and report on progress towards achieving the university's strategic goals and objectives.

## **2. Operational Planning and Budgeting**

- Assist in the formulation of the university's annual operational plans and budgets, ensuring resource allocation aligns with strategic priorities.
- Provide analysis and recommendations for budgetary decisions to optimize resource utilization across university divisions.

## **3. Research and Data Analysis**

- Conduct comprehensive research and analysis to inform decision-making, strategic planning, and performance evaluation.
- Develop and utilize key performance indicators (KPIs) to assess the effectiveness of programs and initiatives.

## **4. Collaboration and Stakeholder Engagement**

- Work closely with academic and administrative departments to facilitate collaboration and sharing of best practices in planning and performance management.
- Organize stakeholder consultations, workshops, and training sessions to promote engagement and support for strategic initiatives.

## **5. Monitoring and Evaluation**

- Establish systems for ongoing monitoring and evaluation of university programs, ensuring continuous improvement and alignment with strategic goals.
- Prepare reports and presentations on evaluation findings for university leadership and relevant committees.

## **6. Policy Development**

- Contribute to the development and review of institutional policies related to planning, performance management, and quality assurance.
- Ensure compliance with national standards and regulations in planning and reporting.

## **7. Promotion of Continuous Improvement**

- Advocate for a culture of planning and performance excellence within the university.
- Identify opportunities for innovation and improvement in university operations and services.

## 8. Administrative Support

- Provide administrative support to the Director of Planning and Strategy and other senior university officials as required.
- Assist in the coordination of planning-related meetings, conferences, and events.

### **Director -Strategy, planning & performance (May 2019 - Dec 2021)**

*Organization - Solomon Islands Tertiary and Skills Authority (SITESA), SIG.*

- Lead strategic planner in Solomon Islands Tertiary and Skills Authority, and set and advocate for internal and external goals.
- Defined, tracked, and communicated metrics around new initiatives, comparing them to previous outcomes.
- Lead and directed the development of goals and strategies for strategic planning and business development.
- Provided expert advice on strategic planning frameworks, tools, and processes and contributed to decision-making regarding strategic planning approaches.
- Demonstrable record in the successful delivery and management of strategic planning in a complex different organization.
- Create, articulate, and obtain buy-in for vision to align business strategy with organizational goals and objectives.
- Design approach strategies to grow and develop membership opportunities.
- Utilize industry knowledge to understand and anticipate customer/stakeholder needs and market trends; craft communications to address their needs.
- Serve as primary liaison with the leadership team to facilitate clear and efficient communication and decision-making.
- Identify and analyze the costs/benefits of available options to support decision-making and meet organization expectations.

### **Coordinator –Education Advocator (Feb 2018 – March 2019)**

*Organization – Coalition of Education Solomon Islands (COESI)*

- Coordinate and manage COESI's program, projects, staff and office finances and administration.
- Prepare and send quarterly reports to the for Board meetings.

- Liaise with civil society organizations (CSOs), government officials, donors and other stakeholders on behalf of COESI.
- Coordinate and ensure the design and implementation of workshops, training consultations, surveys, research and capacity strengthening measures for COESI'S members and constituency.
- Coordinate and ensure the development and dissemination of policy briefs and case studies on aspects of education, and the writing of project proposals and narrative and financial reports.
- Work closely with Program's Finance and Board Treasurer ensuring careful management and acquittal of the program and finances and the timely preparation of program narrative and financial reports.
- Consult regularly with Asia Pacific Basic Adult Education (ASPBAE) Australia in its capacity support role for Civil Society Education Funds (CSEF) funded networks and coalitions, especially in relation to major program and financial decisions and reporting

**Duties and responsibilities with impact.**

- Analyzing Government Budget and spending on education identifying the areas of improvement related to inclusivity and marginalized learners and preparing presentation to different levels of government institutions and stakeholders.

**National Director Teacher Workforce Reform (Jan 2015 – Dec 2017)**

*Organization – Ministry of Education and Human Resources Development (MEHRD- SIG)*

- Provide support for MEHRD Senior Management in the leadership of teacher workforce in SI
- Lead the development of Teacher Workforce Reform (TWR) strategy and program
- Prepare implementation strategy for the TWR program activities
- Work collaboratively with MEHRD HODs to integrate TWR activities into National Education Action Plan (NEAP) and Provincial Education Action Plan (PEAP)
- Support HR to identify capacity gap and identify training needs and support
- Identify resources needs such as finance, human and sought technical support
- Assist Permanent Secretary MEHRD in managing communications and stakeholder support
- Report on progress on TWR program implementation and risks encounter and find how to manage risks.

**Duties and responsibilities with impact.**

- I have facilitated and compile draft Solomon Islands Teachers Scheme of Service that provides for Education Act review in the Solomon Islands.

## **Education Secretary (Jan 2006 – Dec 2014)**

### *Organization – Archdiocese of Honiara Education Authority -*

- *School Visits and Operational Reports:*
  - Conduct regular visits to schools.
  - Prepare comprehensive reports on school operations and development.
- *Collaboration with MEHRD (Ministry of Education and Human Resource Development):*
  - Work closely with MEHRD to:
    - Recruit teachers.
    - Facilitate professional development for teachers.
    - Manage promotions/demotions of staff.
    - Organize inspections for schools and teachers.
- *Infrastructure Projects and Monitoring:*
  - Liaise with schools to facilitate infrastructure projects.
  - Monitor progress and prepare detailed reports.
- *Financial Reporting and Budget Management:*
  - Prepare reports on schools' budgets and implementation plans.
  - Generate financial reports and improvement plans.
- *Board Meetings and Decision Implementation:*
  - Prepare and conduct meetings for AOHEA (or relevant association) Board.
  - Document minutes of meetings and ensure the implementation of decisions.
- *Donor Funding and Reporting:*
  - Coordinate with schools to monitor donor funding.
  - Prepare and present reports on donor funding to the School Board and AOHEA Board.
- *Participation in Technical Working Groups:*
  - Collaborate with MEHRD in Technical Working Groups.
  - Contribute to the development of specific tasks and initiatives.

## **Teacher (1995-2005)**

### *Organization*

1. *Makira Ulawa Provisional Education Authority (1995-1999)*

## 2. *Archdiocese of Honiara Education Authority (2000-2005)*

- Developing and issuing educational content including notes, tests, and assignments.
- Supervising classes to ensure all students are learning in a safe and productive environment.
- Organizing supplies and resources for lectures and presentations.
- Delivering personalized instruction to each student by encouraging interactive learning.
- Presenting lessons in a comprehensive manner and using visual/audio means to facilitate learning.
- Assessing and recording students' progress and providing grades and feedback.
- Observing and evaluating student's performance and development.
- Assigning and grading class work, homework, tests and assignments.
- Encouraging and monitoring the progress of individual students.
- Maintaining accurate and complete records of students' progress and development. Prepare reports using academic or institutional data and information
- Collaborate with teachers to understand and improve classroom condition

### **F. CAREER GOALS OR OBJECTIVES**

My career goal is to specialize in strategic leadership and management, with a focus on Planning, Monitoring, and Evaluation (PME). I aspire to play a pivotal role in guiding organizations towards sustainable success by developing and implementing effective strategies. Through my expertise in strategic leadership, I aim to contribute to the overall growth and excellence of the organizations I work with.

In the realm of Planning, Monitoring, and Evaluation, I envision myself creating frameworks that ensure the alignment of organizational goals with strategic plans. By meticulously monitoring progress and evaluating outcomes, I seek to enhance decision-making processes and optimize resource utilization. My objective is to foster a culture of continuous improvement and adaptability within the organizations I serve.

### **G. HOBBIES AND INTERESTS**

My hobbies are characterized by a curious and innovative mindset. I find immense joy in exploring new ideas and engaging in intellectual pursuits. Whether it's delving into thought-provoking literature, experimenting with cutting-edge technologies, or participating in stimulating conversations, I thrive on the unconventional and the forward-thinking.

In addition to my cerebral pursuits, I am drawn to activities that allow me to contribute to the well-being of others. Engaging in humanitarian efforts, volunteering, or supporting social causes align

with my compassionate nature. I appreciate the importance of fostering a sense of community and making a positive impact on the world.

Embracing my traits, I find comfort in activities that celebrate individuality and uniqueness. This may include indulging in creative endeavors, exploring innovative art, or participating in activities that promote a sense of freedom and self-expression.

#### H. REFEREES

	REFEREE DETAILS		
	Referee 1	Referee 2	Referee 3
<b>Name:</b>	Mrs. Constance Nasi	Mr. Stanley Houma	Jackson Meke
<b>Position Title:</b>	CEO, SITESA	Manager Standard and Quality Office	Education Secretary
<b>Organization:</b>	SITESA	Solomon islands National University	Archdiocese of Honiara Education Authority
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