

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB DESCRIPTION

1.1 Position Title:	Associate Lecturer/ Lecturer/ Assist Professor/Associate Professor/Professor
1.2 Position Level:	PL-5/PL-4/PL-3/PL-2/PL-1
1.3 Occupational Group:	Academics
1.4 College/OVC:	Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

- Engage in teaching at the B.Ed and PGDE level
- Carry out research works,
- Engage in programme management and development,
- Provide advisory services,
- Contribute to various professional development activities,
- Participate in decision-making and governance at the College or University level
- Represent and promote the university nationally and international

3. GENERAL ROLES AND RESPONSIBILITIES

Teaching

- Teach IT modules and support students within own subject area;
- Set and mark assessments, and advise students on their progress;
- Develop and deploy teaching-learning materials in area of own expertise;
- Plan and review own approach to learning;
- Take responsibility for organizing own activities and for the management of allocated resources;

Research and Innovation

- Generate fund for the University through research projects, consultancies and advices;
- Supervise research projects and dissertation at the master level;
- Contribute to design of research projects and define methods such as conducting surveys and focused interviews;
- Carry out literature searches within pre-specified parameters;
- Run analysis/interpreting data using specified and agreed techniques/models; 5.11 Prepare summary reports of research methods/findings;
- Contribute to dissemination and publication of research findings; and
- Carry out small-scale research projects on their own or as a lead in a team and publish some quality papers including few in reputed journals.

Services

- Contribute as resource persons, coordinators or organizers for various professional development activities within the College/University as well as for those outside.
- Participate in developing and promoting a clear vision of the College's/unit's strategic direction;
- Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
- Contribute to the operation of the University by participating in decision-making and governance including committees or taskforce as appropriate, at College and/or University level;
- Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
- Coordinate the organization of conferences, seminars, workshops and/or working with relevant experts in the area of specialization; and
- Provide guidance to other staff and students.
(Representative Work Activities for higher position levels would be different from that given above which is specifically for Associate Lecturer's position)

4. SPECIFICS ROLES AND RESPONSIBILITIES

To teach IT modules for the B.Ed and PGDE students.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

Education: MA/ MSc/PhD

Experience: Teaching experience would be an added advantage.

Knowledge Skills and Abilities:

- Ability to demonstrate high level of commitment to teaching
- Ability to listen and being open to multiple views, perspectives, and feedback
- Engagement in continuous learning and development, and committed to continuous improvement by way of recognizing to change personal, interpersonal and managerial behavior
- Sound skills in research and research supervision, analysis and dissemination of knowledge mainly by way of publication
- Ability to master in a particular field of specialization and provide excellent learning outcomes among the students