



Villa College QI Campus, Rah Dhebai Hingun,  
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## POSITION DESCRIPTION

<b>POSITION</b>	Senior Lecturer/lecturer (specialization in chemistry and Physics)
<b>EMPLOYMENT TYPE</b>	Full-time
<b>FACULTY/CENTRE/INSTITUTE/DEPARTMENT</b>	Faculty of Educational Studies
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	25 November 2024
<b>DEADLINE FOR APPLICATION</b>	02 December 2024

## BROAD PURPOSE

It is to engage in course coordination and the delivery of Bachelor of Teaching (Chemistry/Physics) programs/modules and other undergraduate/postgraduate courses and to engage in research supervision of bachelor's and master's degree students.

**Reports to:** Associate Dean, FES

<b>BASIC SALARY</b>	MVR 18,000 - 20,000/-
<b>SERVICE ALLOWANCE</b>	MVR 5,000 - 6,500/-
<b>ACADEMIC/ PhD ALLOWANCE</b>	MVR 1,000 - 2,000 /-

**Time:** 13:00 – 22:00 (Sunday to Thursday and Saturdays where necessary)

## CORE RESPONSIBILITIES

- 1. To engage in graduate and undergraduate teaching:**
  - To take responsibility for the quality of teaching delivery for the assigned courses as per the Workload policy
  - Seeking further training, guidance, and skills development to ensure that standards are maintained to meet the requirements of the course
  - To engage in the communication with the partner Universities in maintaining the necessary quality of course being taught.
  - Designing, preparing and developing teaching materials, assessing students' coursework and setting and marking examination papers and also conducting TP supervisions

**2. To engage in course Coordination/ Course development:**

- Carrying out administrative tasks related to the department and program, such as student admissions, providing academic guidance, induction programs, and involvement in committees and boards and also in the marketing of the programs
- Involving in course development activities such as developing course outlines, course content and the teaching materials related to the course.

**3. To engage in research-related activities:**

- Undertaking personal research projects and actively contributing to Villa College research profile and writing up research and preparing it for publication.
- Supervising students' research activities assigned by the faculty as per the policy.

**4. Disseminate knowledge by being involved in community engagement:**

- Establishing contacts with the wider academic community and also participation in the marketing activities.
- Organizing and participating in professional developments

**5. Responsibilities with regard to leadership at Faculty and Villa College**

- Engaging in course delivery, course development and course coordination and marketing.
- Contributing to the research related activities such as supervision of students.

## **Education and Experience:**

### **Essential**

- Bachelor's Degree and Master's Degree with specialization in a field related to chemistry and physics.
- Minimum 1 year of experience in Tertiary Teaching or in a related area.

### **Desired**

- Ph.D. in a related field would be an added advantage
- 2 years experience as a lecturer for post-graduate and undergraduate courses.
- Demonstrate experience in improving quality, flexible teaching and learning outcomes with large and small class sizes in both traditional and contemporary modes of delivery, the ability to improve in leading and teaching
- Demonstrated experience in providing academic leadership to the development, management, and delivery of programs and courses
- Demonstrate to engage in Research
- Commitment and demonstrated ability to professional and personal development, including the development and mentoring of colleagues
- Proven organizational skills with an academic background, including demonstrated ability to undertake curriculum/tutorial design with the area of expertise
- Demonstrated capability to engage in community engagement related to the field
- Demonstrated proficiencies in communication in English

### **Character requirements / general attributes**

- A leader with strong ethics and positive attitude
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized and Punctual
- Take initiative in tasks
- Reliable