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މޮޅު ޓެކްނޮލިޖީ، ރާޅު ދަބާއި ހިންގުނު  
މަދަރުސާ ފޯރިމަސޯޅު  
މާލެ، ދިވެހިރާއްޖެ

**POSITION DESCRIPTION**

<b>POSITION</b>	Lecturer/Senior Lecturer (Computer science)
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	School of Computer Science
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	14 November 2024
<b>DEADLINE FOR APPLICATION</b>	23 November 2024

**BROAD PURPOSE**

To be able to teach the following modules: Data Structures, Web Development, Mobile Application, Advance Algorithms, Discrete Mathematics, Foundations of Computing, Python Language.

**Reports to:** Head of School, School of Computer Science/ Faculty of Engineering and Technology

<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:** 1400hrs – 2200hrs (Sunday to Thursday and Saturdays where necessary)

**CORE RESPONSIBILITIES**

**1. Graduate and Undergraduate Teaching:**

- Deliver teaching across various levels of the program, including lectures, tutorials, practical lab sessions, and simulation-based activities.
- Prepare comprehensive teaching materials, lecture slides, notes, and LMS content.
- Design, develop, and conduct assessments, including coursework, quizzes, assignments, and final exam papers.
- Provide consultation hours for student support and guidance.
- Conduct regular academic counseling as part of mentor-mentee activities.
- Supervise complex engineering projects, including capstone and final-year projects.
- Organize batch meetings, peer observations, and student contact sessions for at-risk students to support retention (target: 80% retention rate).
- Collect and review SETL feedback, taking action to enhance teaching based on student evaluations.
- Prepare and maintain course files, exam files, and module reports for audit purposes.
- Update Moodle with attendance records and ensure compliance with institutional policies.

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

- Coordinate administrative tasks, including admissions support, registration, induction programs, and student counseling.
- Develop course outlines, module content, and teaching materials for course quality.
- Maintain accurate records, including mark sheets, student attendance, resit lists, and retention data.
- Participate in marketing activities (e.g., education fairs, open days) to promote the program.
- Adhere to institutional SOPs, policies, and procedures to uphold academic standards.

Prepare necessary program audit documents and maintain moderation records.

## **3. To engage in Research related Activities:**

- Conduct personal research projects aligned with the institution's goals and prepare research for publication in reputable journals.
- Supervise both undergraduate and postgraduate research projects and support students in achieving publication-ready outcomes.
- Pursue publications in high-impact and SCOPUS-indexed journals to elevate institutional research standing.
- Collaborate with the institution's research initiatives, including participating in the Institutional Research Initiative (IRI) activities.

## **4. Disseminate knowledge by involving in community engagement:**

- Establish connections with industry and academia to provide consulting services and share institutional expertise.
- Organize and conduct training sessions, workshops, and seminars on advancements in specialization areas.
- Actively participate in CSR activities, supporting community-based initiatives.
- Serve as an advisor for student clubs and participate in organizing industrial visits and guest lectures.
- Conduct professional development (PD) sessions for academic and industry professionals, and contribute to executive education programs.

## **5. Responsibilities /Functions**

- Teaching, Course Development, and Coordination: Actively engage in delivering high-quality teaching, coordinating courses, and contributing to continuous course development.

Responsibilities include preparing and refining course materials, designing assessments, and ensuring alignment with program outcomes and standards.

- **Research and Student Supervision:** Participate in research activities, including personal research projects, supervising student research at both undergraduate and postgraduate levels, and fostering a research culture within the faculty. Aim to contribute to institutional research outputs through publications and conference presentations.
- **Program Content and Material Development:** Support the development and enhancement of program content by creating comprehensive teaching materials, updating course content to reflect current industry standards, and aligning curriculum with partner university requirements.
- **Marketing and Outreach:** Actively participate in marketing activities, including open days, education fairs, and promotional events, to attract prospective students and build program visibility. Support the institution's community and industry engagement initiatives through networking and representation at academic and industry events.

**Education and Experience:**

- Master's Degree in Computer Science or a related field, with at least 3 years of academic teaching experience. Candidates with relevant industry experience are encouraged to apply. Preference will be given to those holding a PhD in Computer Science or a closely related discipline. **(OR)**
- Bachelor's Degree in Computer Science or a related field, along with a Professional certification, with a minimum of 5 years of substantial industry experience.
- Candidates with expertise in specialized areas within Computer Science, such as software engineering, data science, or cybersecurity, will be especially considered.
- minimum of 3 to 5 years of academic teaching experience

**Skills and Competencies**

- Organized Approach to Work: Demonstrates a systematic, detail-oriented approach to planning, organizing, and prioritizing tasks effectively to meet deadlines and deliver high-quality outcomes.
- Excellent Time Management Skills: Efficiently manages time and resources to balance teaching, research, and administrative responsibilities, ensuring all tasks are completed promptly.
- Strong Communication Skills: Possesses clear and effective verbal and written communication skills to engage students, collaborate with colleagues, and maintain positive relationships with partner institutions.
- Teamwork and Collaboration: Works well as part of a team, showing flexibility and cooperation in a collaborative academic environment.
- Accuracy and Attention to Detail: Ensures precision in preparing course materials, assessments, and records, maintaining high standards of accuracy in all academic and administrative tasks.

**Character requirements / general attributes**

- Pleasant and Positive Attitude: Exhibits a friendly, approachable demeanor and maintains a positive outlook, contributing to a supportive and motivating learning environment.
- Punctual and Reliable: Consistently dependable and timely in all responsibilities, setting a professional example for students and colleagues.
- Ethical Leadership: Demonstrates integrity and a strong ethical foundation, inspiring trust and respect within the faculty and student community.
- Dynamic Personality: Brings energy and enthusiasm to the role, engaging students and colleagues alike with a proactive approach to challenges and opportunities.

- Exceptional Listener: Actively listens to students, colleagues, and stakeholders, fostering an inclusive environment where everyone's input is valued.
- Analytical and Strategic Thinker: Skilled in assessing the strengths and weaknesses of academic programs and processes and committed to continuous improvement for optimal outcomes.