



Villa College QI Campus, Rah Dhebai Hingun,
Male', Maldives

+960 3303200
+960 3303299

info@villacollege.edu.mv
www.villacollege.edu.mv

މޮޅު ޓެޔްލިންގ
މޮޅު ޓެޔްލިންގ، ރާއްޖޭގެ ބޭރު ސަރަޙައްދު
މާލެ ސަރަޙައްދު ގުޅިގެން
މޮޅު ޓެޔްލިންގ ޖެނެރަލް ޓްރެއިނިންގ ސެކްޓަރު

POSITION DESCRIPTION

| | |
|--|---|
| POSITION | Lecturer/Senior Lecturer in Marketing/Business Management |
| EMPLOYMENT TYPE | Full time |
| FACULTY/CENTER/INSTITUTE/DEPARTMENT | Qasim Ibrahim School of Business |
| LOCATION | QI Campus, Male' |
| DATE ADVERTISED | 07 October 2024 |
| DEADLINE FOR APPLICATION | 14 October 2024 |

BROAD PURPOSE

It is a teaching focused position and will allow successful applicant to draw upon their knowledge, educational qualification, experience in teaching a range of undergraduate business students.

As an educative focused academic, the lecturer will take a leading role in the coordinative and delivering of subjects at the faculty for undergraduate level within the project management field. The lecturer will adapt exiting subject materials to deliver higher quality leading experience to delivering a range of subjects.

Reports to: Dean, Qasim Ibrahim School of Business

| | |
|-------------------------------|-----------------------|
| BASIC SALARY | MVR 18,000 - 20,000/- |
| SERVICE ALLOWANCE | MVR 5,000 - 6,500/- |
| ACADEMIC/PHD ALLOWANCE | MVR 1,000 – 2,000/- |

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

CORE RESPONSIBILITIES

1. To engage in graduate and undergraduate teaching:

- Engage in graduate and undergraduate teaching. The duties relating to teaching varies but mostly concerns with face-to-face delivery of lectures, tutorial and seminars (both through regular, online and block mode).
- Developing and implementing new methods of teaching to reflect modern technology, innovation and research findings.
- Take responsibility for quality of teaching and delivery and if required, seek further guidance to ensure teaching and delivery meets the Villa College's teaching and learning standards.
- Seeking further training, guidance and skills development to ensure that standards are maintained to meet the requirement of the course

- To engage in the communication with the partner Universities in maintaining the necessary quality of the course being taught.
- To engage in the communication with the partner Universities in maintaining the necessary quality of the course being taught.
- Engagement in assessment of student learning through preparation of assignments, examination papers, marking of assignments and examination papers and participating in moderation meetings.
- Supervise undergraduate and postgraduate students' research projects/thesis as appropriate.

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 marketing of the programs
- Involving in course development activities such as developing course outlines, course content and the teaching materials related to the course.
- Act as academic advisors to Undergraduate and Postgraduate students in the respective faculty.
- Undertake faculty related administration work such as preparing for student orientation, staff induction, involve in marketing activities, attending to different committee and board meetings as appropriate.
- Disseminate knowledge and contribute to enhancement of Villa College's reputation in the public through
 - Establishment of contact with wider academic community
 - Participating in seminars and conferences
 - Delivering presentation
 - Provide academic counselling and advice to students
 - Ensure high quality service is provided to students
 - Organizing conferences and workshops where appropriate
 - Engage in events of interest to alumni and wider public

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.
- Seek publication of written research work in national and international journals, magazines and newspapers.
- Bidding for local and international research grants on behalf of Villa College and manage such grants if received in accordance with the policies laid out by the Villa College.

4. Disseminate knowledge by involving in community engagement:

- Establishing contacts with the wider academic community
- Organizing and participating in professional developments
- Engage in professional development and participating in staff training activities
- Mentor the junior academic staff and ease the transition into the faculty
- Ensure efficiency and effectiveness in the service delivery with a reasonable degree of flexibility
- Regularly (at least once a trimester) provide feedback on the modules and courses offered to the concerned authority to reflect new developments and improvements
- Contribute to the design, development and implementation of high quality curriculum and programs.

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

- Able to teach other faculty modules when required.
- Contribution to key processes in the faculty and college such as academic year planning, participate in reviews and committees.
- Participate in Villa College and Faculty activities and projects
- Contribute to the development of administrative and teaching and learning policies, procedures and standard of practices in faculty consistent with overall Villa College policies, procedures, and standards of practices.
- Contribute and participate in development in faculty target for all the programs and other activities for each semester and developing strategies to achieve those targets using an appropriate action plan.
- Assist the faculty head to hire the right candidate on casual basis for teaching (visiting lecturers)

6. Responsibilities with regard to maintaining contact with key stakeholders

- Contributing to the quality assurance processes undertaken by and through Institute for Academic Development and Registration Department
- Maintaining detailed log of relevant stakeholders including employers, industry contacts, professional association bodies, graduates, alumni of the faculty and other key personnel from society
- Fostering and facilitating partnerships and relationships with key stakeholders and communities locally and internationally.

Education and Experience:

Essential

- Bachelor's Degree and master's degree in Marketing / Business Management
- Minimum 3 years of Tertiary Teaching & Industry experience.

Desired

- PhD in a related field would be an added advantage
- Five-year experience as lecturer for 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

Special Requirements:

- Some out of hour work maybe required
- Travel within atoll campuses
- Conduct research, independently and or as a member of a team, which will result in publication in highly regarded academic journals, and our own journal
- Undertake supervision of students
- Conversant with a range of technologies and administration appropriate for a modern academic institution.

Skills and Competencies

- Advanced speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint
- Good presentation and oral communication skills
- Excellent report writing skills
- Supervisory and leadership skills
- An organized approach to work
- Excellent time management skills
- A good level of English spelling & grammar
- Accuracy & attention to details

Character requirements / general attributes

- Good interpersonal skills to develop and maintain effective working relationships
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks
- Attention to detail

Special Requirements:

- Some out of hour work maybe required
- Travel within atoll campuses