



JOB DESCRIPTION

Job Title: Lecturer in Management

Department: Business & Accounting

Reports to: HOD Business & Accounting

Job Purpose

Design, deliver and evaluate the programs being offered by the department model at Diploma, Bachelor and Master Level.

Roles & Responsibilities The academic staff members at Muscat College:

- Carry out teaching duty as per prescribed rules and regulations of College/ or programs
- Prepare teaching materials, handouts, presentations.
- Actively participate in curricular and extra-curricular activities of the College/department.
- Play an active role in student advising, guidance, counseling and mentoring
- Monitor and maintain registration records and study plans of student/advisees.
- Comply with the programs assessment policies and regulations
- Conform with the internal verification regulations
- Conform with the grading scheme of academic programs
- Maintain unit/module/course file
- Comply with malpractice policy for academic programs
- Marking of attendance and complying with attendance regulations
- Involve oneself in self-development through ongoing professional development and research activities.
- Assist in the project supervision of undergraduate/ graduate students and participate in research programs in their field of interest.
- Assist in examination related activities of the department
- Uphold the College values and comply with the norms and regulations
- Adhere to college timings and display office hours on the notice board.



PERSON SPECIFICATION

Job Title: Lecturer in Management

Department: Business & Accounting

Criteria	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> • PhD Degree in Management/Business from a recognized University with a minimum of one year of experience in higher education after PhD. • Or Master Degree in Management /Business from a recognized University with a minimum of 3 years of experience in higher education 	Preferred to have Associate Fellow of Higher Education Academy Certification or equivalent
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</i>	<ul style="list-style-type: none"> • Minimum 3 years' experience in teaching in recognized College/University at Bachelor/Master Level • Experience in teaching and supervising at the graduate or professional level for management/ HRM courses • Published research papers in HRM / Business field 	<ul style="list-style-type: none"> • Industry/company exposure • Delivering training and seminars, especially in the subject matter to be taught • Experience in working with diversified nationalities
Knowledge <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i>	<ul style="list-style-type: none"> • A secure knowledge and understanding of all subjects related to Human Resource • Possess sufficient breadth or depth of specialist knowledge in the discipline of Human resource for taking courses in different MC programmes 	<ul style="list-style-type: none"> • A good concept of recent curriculum changes
Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i>	<ul style="list-style-type: none"> • Able to create an excellent climate for learning within teaching area • Able to use a range of strategies to promote learning • Able to manage and encourage good behaviour 	Excellent computer/IT skills



	<ul style="list-style-type: none"> • Able to develop positive and meaningful relationships with students • Able to make use of an understanding of ICT to develop teaching resources as well as to enrich the curriculum • Understanding of how to use data to inform planning and improve students' performance • A commitment to working collaboratively within the faculty 	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment, etc.</i></p>	<ul style="list-style-type: none"> • Flexible in work timings • Enthusiasm • positive attitude towards administrative work • Team-working skills • Reliability and Integrity • Personal Organisation • Engagement in own continuous professional development 	