



JOB DESCRIPTION

Job Title: Assistant Professor/Lecturer in Project 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 and Bachelor Level.

Roles & Responsibilities :

- 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/advises.
- 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 Project Management

Department: Business & Accounting

Criteria	ESSENTIAL	DESIRABLE
Qualification	<ul style="list-style-type: none"> • PhD Degree in Project Management from a recognized University with a minimum of one year of experience in higher education after PhD. • Or MSc in Project Management from a recognized University with a minimum of 3 years of experience in higher education • Membership of a professional body. 	Preferred to have Associate Fellow of Higher Education Academy Certification or equivalent
Knowledge	<ul style="list-style-type: none"> • An in-depth knowledge of specialist subject and professional area. • An in-depth understanding of pedagogy. • An in-depth understanding of research/innovation and scholarly activity. 	<ul style="list-style-type: none"> • National/international recognition in specialist subject and professional area.
Experience	<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 Project Management Courses • Published research papers in the 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
Technical/Work-based Skills <i>This relates to the skills specific to the job, e.g. language</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 	Excellent computer/IT skills



<p><i>fluency, typing skills, etc.</i></p>	<ul style="list-style-type: none"> • Able to manage and encourage good behaviour • 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 	