



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

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POSITION DESCRIPTION

POSITION	Lecturer/Senior Lecturer in Law
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Faculty of Shariah and Law
LOCATION	QI Campus, Male'
DATE ADVERTISED	25 June 2024
DEADLINE FOR APPLICATION	01 July 2024

BROAD PURPOSE

The main purpose of the senior lecturer/lecturer is to engage in program delivery of LLM (Commercial Law), Bachelor of Shariah and Law and LLB; engage in research supervision of LLM and MSL students; contribute to the development of course contents and materials for the different programs conducted by the faculty.

Reports to: Dean, Faculty of Shariah and Law.

REMUNERATION	
Basic Salary:	MVR 18,000 – 20,000
Allowance:	MVR 5,000 – 6,500
Academic/PhD Allowance:	MVR 1,000 – 2,000
Total Remuneration:	MVR 24,000 - 28,500
Working Hours:	13:00 – 22:00 (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.
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- 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 programmes 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 programmes.

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.

	<p><u>Education and Experience:</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none">- LLM with a PhD being started in a field related to Law or Shariah- Minimum 1 year of work experience in a higher education or in a related area <p><u>Desired</u></p> <ul style="list-style-type: none">- PhD in a field related to Commercial Law with experience in research activities- 2 years of experience as a lecturer for post-graduate and undergraduate courses <p><u>Special Requirements:</u></p> <ul style="list-style-type: none">- 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. <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">- Basic computer skills/typing skills and should know MS Excel, PowerPoint and Word- Communicate well in English- Adept at assessing the strengths and weaknesses of programs and processes
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Character requirements / general attributes

- An organized approach to work
- Excellent time management and communication skills
- Ability to work as part of a team
- Accuracy and attention to detail
- A leader with strong ethics, dynamic personality, exceptional listener

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- Travel within atoll campuses