



Villa College QI Campus, Rah Dhebai Hingun,  
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## POSITION DESCRIPTION

<b>POSITION</b>	Lecturer/ Senior Lecturer in Accounting and Finance
<b>EMPLOYMENT TYPE</b>	Full-time
<b>FACULTY/CENTRE/INSTITUTE/DEPARTMENT</b>	Qasim Ibrahim School of Business
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	09 December 2024
<b>DEADLINE FOR APPLICATION</b>	19 December 2024

## BROAD PURPOSE

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

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

**Reports to:** Director, Centre for Foundation Studies

<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:** 13:00 – 22:00

## CORE RESPONSIBILITIES

- 1. To engage in graduate and undergraduate teaching:**
  - To take responsibility for the quality of teaching delivery for the assigned courses as per the Workload policy
  - Seeking further training, guidance, and skills development to ensure that standards are maintained to meet the requirements of the course
  - Designing, preparing and developing teaching materials, assessing students' coursework and setting and marking examination papers

**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 the marketing of the programs
- Involving in course development activities such as developing course outlines, course content and the teaching materials related to the course.

**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 managing such grants if received in accordance with the policies laid out by Villa College.

**4. Disseminate knowledge by being involved 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, and participation in reviews and committees.
- Participate in Villa College and Faculty activities and projects
- Contribute to the development of administrative teaching and learning policies, procedures, and standards of practices in faculty consistent with overall Villa College policies, procedures, and standards of practices.

- Contribute and participate in the development of faculty targets for all the programs and other activities for each semester and develop strategies to achieve those targets using an appropriate action plan.
- Assist the faculty head in hiring the right candidate on a 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 the Institute for Academic Development and Registration Department
- Maintaining a 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 Mathematics/ Teaching Mathematics or a relevant field
- Minimum three years' experience in Tertiary Teaching.

### **Desired**

- Ph.D. in a related field would be an added advantage
- Five years' experience as a 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-hours 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-hours work may be required
- Travel within atoll campuses