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### Associate Professor in Law at Catholic University of Eastern Africa

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## **Job Description**

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The Catholic University of Eastern Africa (CUEA), like most other universities, started in a modest way. It commenced as a graduate school of theology known as the Catholic Higher Institute of Eastern Africa (CHIEA). The Institute (CHIEA) was founded in by the regional ecclesiastical authority known as the Association of Member Episcopal Conferences of Eastern Africa (AMECEA). Eritrea, Ethiopia, Kenya, Malawi, Sudan, Tanzania, Uganda and Zambia are the member countries of AMECEA.

Ref: EMPREQ-

#### **Minimum Requirements**

PhD or equivalent Academic Doctoral Degree;

Should be a person of integrity; morally upright and mature;

Evidence of contribution to excellence in teaching and 3 years University teaching experience since promotion to Senior Lecturer:

He/She should be flexible and adaptable enough to work in a multicultural environment;

Must be a mature scholar evidenced by five articles in refereed journals or the equivent since promotion to Senior Lecturer;

Four presentations at National or International Conferences;

Should be a creative and innovative team player;

Supervision of five master's theses and/or doctoral dissertations

Should possess good interpersonal and communication skills'

Should have excellent team leadership skills;

Should be able to work under minimum supervision;

## Job Responsibilities

Strictly observe the policies of the Faculty and/or University in line with the University vision, mission and strategic direction;

To actively participate in Department/Faculty/ University community service activities;

To actively participate in internal and external seminars and present reports of research activities in the seminars;

To attend and effectively participate in the following meetings: • DAB/DEB • FAB/FEB • Student assemblies. • Any ad hoc Meetings called by the Department, Faculty and University.

To be available for students and staff for office consultation. Office consultation hours must be prominently displayed on his or her office door and strictly adhered to;

To be committed to continuous improvement of the Department and Faculty. He or she shall not engage in remunerative external activities without express requisite authority of University Management;

To consult with the HODs on all issues where clarity is considered lacking and/or a matter may not be clear to him or her;

To ensure nomination/election of students class representatives and submission of their names to the HOD;

To ensure regular and punctual attendance of classes and ensure the same with students;

To ensure regular review of his or her courses in conformity with quality assurance reports and emerging international best practice;

To ensure that examination drafts are prepared in good time for moderation and that you also proofread these examinations timely;

To ensure that examinations are marked and results are returned in good time for moderation by the DEB and FEB;

To ensure that quality continuous assessment of students takes place and feedback promptly given to the students;

To participate in meetings to moderate examinations results;

To perform any other duties that may be assigned by the Dean, HOD and University Management.

To prepare and submit programme of personal growth and development to the HOD on semester basis;

To submit to the HOD new / revised course outlines for units allocated at least two weeks prior to commencement of a semester;

To uphold the good image of the Faculty and the University in the manner in which he or she carries out his or her duties;

To work out library needs (journals, books and cases) for his or her course units and submit them to the HOD and likewise to solicit donation of books to the library;

To work with HODs to identify and select courses which he or she is qualified and competent to teach during a semester/trimester;

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