

Lecturer in Project Planning and Management at Catholic University of Eastern Africa

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Job Description

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 No: EMPREQ-

Minimum Requirements

PhD or Equivalent Academic Doctoral Degree

Should have excellent team leadership skills;

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

Must have published at least two articles in refereed journals or one university level textbook or two book chapters

Must have at least three years teaching experience at university level;

Should have evidence of administration experience;

Should be proficient in computer packages;

Should be a creative and innovatime team player;

Should possess good interpersonal and communication skills;

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

Should be able to work under minimum supervision;

Job Responsibilities

Participate in curriculum development and review;

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

To attend and effectively participate in Departmental, Faculty and University meetings and functions;

To be committed to continuous improvement of the Department and Faculty.

To ensure regular and punctual attendance of classes using biometric readers to aid in time management and ensure the same with students;

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

To ensure timeliness for appropriate reporting, entry and submission of evaluation and marks on time as per schedule;

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

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

To teach a minimum of 10 units (two semesters) per academic year and to undertake extra teaching responsibilities as may be necessary;

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 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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