Human Resource and Talent Management Section

University of Seychelles

PO Box 1348
Anse Royale, Mahé, Seychelles
Email: hr@unisey.ac.sc
Tel: +248 4381222

Campus: Anse Royale and Mont Fleuri

FACULTY	
Post title:	LECTURER
Reports to:	HEAD OF DEPARTMENT (HOD)
Academic qualification:	• Master's degree (NQF Level 9) relevant to the teaching area is mandatory. or • A Ph.D. in the relevant discipline would be desirable • Holder or willing to complete Post Graduate Certificate in Higher Education (PGCHE) within two years • Minimum of 3-5 years' relevant/related experience in higher education
Professional experience:	• Previous teaching experience • Published work would be advantageous
Additional Criteria (Skills & Abilities)	• Demonstrate superior listening and communication skills • Willing to collaborate with professionals in and outside of their discipline • Ability to inspire students with your passion • Flexibility, resilience, and willingness to work odd/long hours • Strong interpersonal skills • Excellent presentation, and written and verbal communication skills • Aptitude for research • Aptitude for teaching • Confidence in presenting information to an audience and fielding questions • Ability to work as part of a team • Has the Potential for leadership skills; organisational and supervisory skills • Ability to analyse and solve problems; ability to adopt interactive teaching styles depending on the group size

Job Purpose

The Lecturer's role includes developing course material and curricula, inspiring meaningful discussions, attending conferences, consulting with other academics and professionals, supervising graduate students, grading assignments, and being an active member of the university.

The post holder will also conduct research and fieldwork, engage with students, assist with processing applications, and also attend interviews, conferences, and meetings.

Main Duties and Responsibilities

1. **Teaching, Learning and Assessment**

Delivery

i. Maximum and Minimum no of hrs to be decided separately
ii. Records students' attendance (students must sign for each session)
iii. Regularly reports to the HOD on student matters and academic activities

Teaching levels

i. Workshops, Short Courses, Certificate, Diploma, Advanced Diploma and Degree;
ii. Can also teach on the Masters programme but strictly under the supervision of a Senior lecturer or higher

Preparation

i. Prepares and delivers lectures, tutorials, workshops, and seminars
ii. Provides students with a relevant and stimulating range of learning opportunities and experiences within the subject area, consistent with the programme overall objectives.
iii. Keeps abreast of international developments within the academic discipline and/or professional practice of the subject area and shares this knowledge to shape curricular content, design and delivery.
iv. Implements new innovative methods in preparation.
v. Uses multimedia to offer a more diversified teaching.
vi. Includes a mixture of theory and practical in sessions.
vii. Develops and produces appropriate learning materials.
viii. Submits course delivery/teaching plan to the HOD, latest two weeks after the session, and the course module at the end of the course

Assessment

i. Sets and grades assignments, tests, and exams
ii. Sets (as per UniSey standard) and marks (according to agreed marking scheme with HoD) exams for modules and items taught
iii. Submits 1 copy of exam paper and marking scheme to HoD
iv. Marks student dissertation
v. Provides feedback to students as per Assessment Policy
vi. Submits results with comments on deadline given by HOD.
vii. Moderates exams within area(s) of expertise
viii. Undertakes Assessment Board Duties
ix. Enters requested information on the approved management information systems (MIS)" or any approved university system

Supervision

i. Supervises student projects and completes UniSey Project Supervision Sheet as per Department / Faculty / UniSey requirements.
ii. Supervises students on internship/WBE and completes UniSey Internship Supervision Sheet as per Department / Faculty / UniSey requirements.

2. **Curriculum development**

i. Assists in curricula development through the provision of feedback to adjust as necessary, in consultation with others
ii. Collaborates with other academics and lecturers to improve teaching methods and expand knowledge base.
iii. Be responsible for the design of own courses and assessment methods.
iv. Participates in the development and validation of new programmes/courses
v. Collaborates with colleagues on the implementation of assessment procedures and review student progress and retention.
vi. Tackles issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

3. **Research and innovation**

i. Must be a Team member or leader on at least 1 research project per academic year.
ii. Participates in and/or leads research in response to the country's national development.

iii. May apply / bid for research funding.
iv. Collaborates for funding applications in field of research
v. Participates in and develop research networks that could benefit UniSey.
vi. Participates in a group or write alone at least 1 published paper in a 2 years' time frame.
vii. Assists in conducting research, and writing papers, proposals, journal articles, and books.

4. Quality assurance and enhancement

i. Be committed to and plays a significant part in the total quality management of the subject area.
ii. Participates in assessment and evaluation of curriculum design and the quality of teaching and learning provided by subject staff.
iii. Makes contributions of appropriate quality to programmes being prepared for review and/or validation.
iv. Supports the University Quality Management processes

5. Tutorials, mentoring and pastoral care

i. Participates in peer review activities
ii. Advises, mentors and supports both students and the less experienced colleagues
iii. Acts as a Personal Tutor to students
iv. Supports students on academic, career and personal development matters
v. Carries out at least 1 tutorial session per student per academic year
vi. Ensures UniSey Tutorial Sheet is completed and signed by students after each tutorial session.
vii. Allocates specific time for tutorials on weekly timetable
viii. Submits regular reports on students' progress to HoD

6. General duties and responsibilities

i. Contributes to the recruitment and selection of students including attendance at open days and other recruitment and marketing events.
ii. Attends and participates in meetings, conferences and other events in and outside of the institution as required.
iii. Assists in the Training Needs Analysis Exercise for Customised products
iv. Participates in social activities, or builds relationships for future activities.
v. Works within and actively support the Strategic Plan of the Department and Faculty.
vi. Participates in the preparation of departmental budgets and associated reports.
vii. Collaborates with regard to the formulation of course timetable.
viii. Promotes excellent working atmosphere within the Department and Faculty and UniSey as a whole
ix. Works within and actively support the Strategic Plan of the University.
x. Promotes and adheres to the University health and safety strategy.
xi. Supports, promotes and adheres to the University policy of total inclusion, fairness and diversity.
xii. Engages at institutional level in communication, workshops, regional and national activities/committees, professionalism, etc.
xiii. Stays current by reading widely and producing published work in the field.

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities
All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work
Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety
The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code
The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	**Signature:**	**Date:**
Line Manager Full Name:	**Signature:**	**Date:**