

The National University Of Lesotho



EXTERNAL VACANCY

(RE-ADVERTIVETISEMENT)

The National University of Lesotho invites applications from suitably qualified candidates for the following position:

POSITION:	DIRECTOR - CENTRE FOR TEACHING AND LEARNING (CTL)
DEPARTMENT:	ACADEMIC
RESPONSIBLE TO:	PRO-VICE CHANCELLOR (PVC)
LOCATION:	NATIONAL UNIVERSITY OF LESOTHO
POST NO.	0025
RESPONSIBLE FOR:	Academic Developers: Continuing Professional Development, Edu-Tech; Supporting Students' Academic Learning and CTL Technician, Administrative Assistant and Personal Assistant

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- PhD in education with specialization in any of the following disciplines;
- Curriculum Development and Design
- Testing, Measurement and Assessment in Education
- Educational Psychology and policy studies
- Instructional Technology
- Management and administration in education
- Educational Planning, Policies and Management
- Educational Research
- Quality Assurance
- Coupled with Masters/Post Graduate Diploma/Certificate in Higher Education Studies

- 5 years working experience in higher education institutions and 3 years' experience at the level of Senior Management.

OTHER NECESSARY KNOWLEDGE AND/OR EXPERTISE

- Should possess leadership, communication and planning skills and good project management;
- Competency in capacity building of personnel teaching in higher education;
- Competency in capacity building of staff on income generating projects;
- Competency in instructional technology;
- Competency in undertaking research and publishing in higher education;
- Ability to work with affiliate and international institutions;
- Ability to work independently and in a team;
- Ability to analyse and solve problems with keen attention to details;
- Ability to withstand pressure of large workload within tight deadlines;
- Ability to implement and manage change.

PURPOSE OF THE JOB:

The key areas of the mandate for the Centre for Teaching and Learning include planning, curriculum development and design, assessment, supporting use of technology, student learning, professional development and ensuring availability of resources to support teaching and learning.

JOB SUMMARY:

Responsibility of the incumbent will include the following: to align CTL operational plan with NUL Strategic Plan, to develop and implement policies, to develop/review and implement CTL systems, to develop CTL asset management, to maintain technology infrastructure of NUL and to manage administration of CTL.

DUTIES AND RESPONSIBILITIES

1. To Align CTL Operational Plan with NUL Strategic Plan

- 1.1 To align the departmental job descriptions with NUL Strategic plan;
- 1.2 To implement Performance Management System Policy;
- 1.3 To develop departmental operational plan annually;
- 1.4 To assist heads of sections to develop their sectional operational plans;
- 1.5 To assess/review sectional heads half yearly;
- 1.6 To submit the departmental assessment forms to the office of HR;
- 1.7 To restructure CTL to meet the communication skills of different disciplines.

2. To Develop/Review and Implement Teaching & Learning Policies

- 2.1 To review work load policy and procedures;

- 2.2 To review teaching and learning policy and procedures;
- 2.3 To review assessment policy and procedures;
- 2.4 To review workload allocation policy and procedures;
- 2.5 To provide professional support to students;
- 2.6 To review CTL policy and procedures;
- 2.7 To develop Thuto (NUL LMS) policy and procedures;
- 2.8 To develop student retention policy and procedures;
- 2.9 To develop student work load policy and procedures;
- 2.10 To develop a reward policy and procedures;
- 2.11 To provide professional support to students;
- 2.12 To facilitate implementation of all policies developed;

3. To Facilitate Training for Academics and Management

- 3.1 To develop and implement an annual training schedule;
- 3.2 To facilitate a variety of workshops designed to improve the use of technology;
- 3.3 To train staff on developing portfolios;
- 3.4 To facilitate recruitment of academic programmes facilitators;
- 3.5 To develop assessment tools for trainees;
- 3.6 To develop training reports after each training session;
- 3.7 To procure teaching and learning materials for teachers and learners;
- 3.8 To develop capacity building programme for staff on income generating projects;
- 3.9 To develop capacity building programme on undertaking research and publishing in the Higher Education sub-sector;

4. To assist in developing/reviewing programmes

- 4.1 To develop/review a template for a programme per CHE accreditation standards;
- 4.2 To disseminate reviewed/developed programme template;
- 4.3 To facilitate capacitating teachers on programme and curriculum development/review;
- 4.4 To develop a follow up schedule on developed/reviewed programmes;
- 4.5 To assess the finalized programmes in collaboration with Quality Assurance Specialist before submission to internal structures and CHE for approval;
- 4.6 To develop diagnostic test for students programmes;
- 4.7 To facilitate development/review of teaching and learning materials;

5. To develop and coordinate induction programme for teachers

- 5.1 To develop an induction programme inclusive of human resources and governance matters for both part and full time teachers;
- 5.2 To implement the induction programme;
- 5.3 To run training workshops;
- 5.4 To develop materials for monitoring induction of new staff;

5.5 To compile training reports.

6. To Manage Administration of the Department

- 6.1 To address students learning challenges per programme;
- 6.2 To attend SMT, Senate, NASAC, ASAC, Deans & Directors and APC meetings whenever necessary;
- 6.3 To develop and implement departmental budgets;
- 6.4 To develop departmental meetings schedule;
- 6.5 To act in senior offices as instructed by the authorities;
- 6.6 To source funding for CTL projects/programmes;
- 6.7 To participate in NUL projects and functions;

KEY PERFORMANCE AREAS (KPA)	KEY PERFORMANCE INDICATORS (KPI)
To Align CTL operational plan with NUL Strategic Plan	<ul style="list-style-type: none">• Aligned departmental job descriptions with CTL operational plan• Developed annual departmental plan• Availability operational plan for units• Assess units heads half yearly• Submit assessment forms in HR department• Restructure CTL department
To develop/review and implement Teaching & learning Policies	<ul style="list-style-type: none">• Reviewed work load policy• Developed work load procedures• Reviewed teaching and learning policy• Reviewed assessment policy• Developed assessment procedures• Reviewed CTL policy and procedures• Developed schedule for policy dialogue workshops• Developed students support schedule and training reports per session.
To facilitate training for Academics and management	<ul style="list-style-type: none">• Developed annual training schedule• Prepared training reports per session.• Developed annual training schedule• Prepared training reports for submission

<p>To assist in developing/reviewing programmes</p>	<ul style="list-style-type: none"> • Developed assessment tools • Developed portfolios • Employed academic facilitators • Developed assessment tools for trainees • Availability of teaching and learning materials • Developed check list for new/reviewed programmes per CHE accreditation standards • Prepared training reports for submission • Documented comments from Quality Assurance specialist • Prepared diagnostic test reports • Developed teaching and learning materials
<p>To develop and coordinate induction programme for teachers</p>	<ul style="list-style-type: none"> • A developed induction programme for both part and full time teachers • Developed schedule for induction programmes • Prepared training reports for submission
<p>To manage administration of the department</p>	<ul style="list-style-type: none"> • Prepared reports on assessment for student challenges • Developed schedule and Minutes of departmental meetings • Availability of departmental budget • Developed proposals for income generation projects

REMUNERATION

The University offers competitive salaries and other benefits commensurate with qualifications and experience.

CONTRACT

Fixed Term for five (5) years.

INFORMATION REQUIRED FROM CANDIDATES;

- (a) Motivation letter that will assist the University to determine the candidate's suitability for the position;
- (b) Applicants should **quote** the vacancy number of the post applied for;
- (c) Provide **names** and **contact details** of three (3) professional referees from Lead Consultants, Project Managers and Employers (current or previous).
- (d) Comprehensive curriculum vitae, certified copies of educational certificates and transcripts.
- (e) Application letters should **bear** signatures.
- (f) Incomplete applications will not be considered.

Closing date for receiving full applications is **3rd July, 2019.**

Applications should be hand delivered or post to:

Director - Human Resources

National University of Lesotho

P.O. Roma 180

Lesotho

Southern Africa

DISCLAIMER:

If you do not receive any response within three months after the closing date, you must consider your application unsuccessful.