



## JOB DESCRIPTION

<b>REFERENCE NUMBER:</b>	AP 309 - Electrical Workshop Practice
<b>JOB TITLE:</b>	Lecturer
<b>DIVISION:</b>	Department of Computer, Information & Telecoms Engineering
<b>LOCATION:</b>	Gaborone/Palapye
<b>REMUNERATION:</b>	Globally Competitive
<b>APPLICATION DEADLINE:</b>	17 February 2012
<b>KEY RESPONSIBILITIES:</b>	<p>The main purpose of these posts is the teaching and education of undergraduate and graduate students in the respective discipline and to build the knowledge base of a relevant field in the discipline through research and professional practice. Administration of certain teaching activities within the discipline is also required. Lecturers are junior academics who should work to improve their academic credentials in teaching and learning, and to establish themselves in a research area.</p>

### **Principal Accountabilities include the following:**

Other duties may be assigned.

#### **1. Teaching**

- Provide and facilitate independent teaching and learning, and assessment:
  - Ensure that teaching and learning complies with quality standards and regulations of the University, College and Department
  - Develop and apply innovative teaching techniques, methods, and materials that create interest, understanding and enthusiasm amongst students
  - Contribute to the planning and design of course content
  - Identify areas in need of revision or improvement
  - Regular review and updating of course and module content
- Develop effective teaching materials such as student module guides, test papers, examination papers, assessment instruments, and workbooks



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- Facilitate learning by teaching large and small groups of students, using different teaching methodologies including problem-based learning
- Assess student performance in a reliable and valid manner, appropriate to the course outcomes
- Plan, implement and evaluate the offering of modules alone or in a team as a course or module leader
- Seek ways of improving own teaching performance by reflecting on teaching design and delivery and obtaining and analysing peer and student feedback.
- Deal professionally and positively with student concerns, problems and challenges.
- Be involved in Continuing Professional Development programmes, both internally and externally.

### 2. Research

- Lead Supervision of masters students
- Involvement in research activities:
  - Develop research objectives, projects and proposals
  - Conduct individual and/or collaborative research projects
  - Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activity and practice
  - Develop, contribute, produce and generate new knowledge through research outputs

### 3. Service

- Develop links with relevant industries and external bodies to encourage knowledge/technology transfer opportunities and create opportunities for future research projects.
- Render service based on own knowledge and expertise in the discipline to colleagues, organizations and communities locally. This could be consultation, collaboration or involvement in policy processes or projects.
- Responsible for the preparation and co-ordination of various teaching and examination schedules within the Department.
- Manage own teaching and research programmes efficiently, keeping adequate records of teaching, student performance and other aspects of professional functioning.



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- Maintain own professional registration, if applicable.

### SKILLS REQUIREMENT:

- Strong communication ability in English – both written and verbal.
- Ability to effectively present information in all situations to faculty, students, and other employees of the organization and to external stakeholders.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Organizational skills are important for success in position.

### EDUCATION / EXPERIENCE:

- Doctorate in a relevant discipline or approved equivalent qualification
- Two years experience in either teaching/lecturing/research or industry in the relevant field or discipline
- Other specific qualifications may be required
- Registration with the appropriate professional/regulatory body if applicable.
- Involvement in professional activities where applicable
- Evidence of Peer-reviewed research output
- Computer skills using MS Office - Word, Excel, and PowerPoint and other relevant software.

To apply please forward a letter of motivation, BIUST Application for Employment Form and a CV **quoting the relevant reference number** to Dr Jon Harris c/o [academicpartners.biust.za@gmail.com](mailto:academicpartners.biust.za@gmail.com) by 17 February 2012.