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Curriculum Developer (contract)

Institute for Academic Development

Vacancy Type: 6 months Contract staff

Remuneration: MVR 18,000 per month

Service Allowance: MVR 5,000 per month

Qualification: Degree and a Masters degree in a related field

Experience: Experience in an academic work at a higher education institute

Interested candidates may fill the Google Application Form

Link: <https://forms.gle/EnrHahZNcWon4rNa6>

before **1300hrs** of **21 December 2024**

scan -->



Google Application Link and Position Description will also be available from VC website : <http://www.villacollege.edu.mv/careers/vacancies>

For more information: ☎ 330 3200 ✉ careers@villacollege.edu.mv



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POSITION DESCRIPTION

POSITION	Curriculum Developer
EMPLOYMENT TYPE	Contract (6 months)
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Institute for Academic Development
LOCATION	QI Campus, Male'
DATE ADVERTISED	11 December 2024
DEADLINE FOR APPLICATION	21 December 2024

BROAD PURPOSE

Main purpose: To meet the growing challenge of submitting new programmes or revised programmes to MQA on a timely manner.

Reports to: Director, Institute for Academic Development

Basic Salary: MVR 18,000/- **Service Allowance:** MVR 5,000/-

Time: 0900hrs – 1700hrs (Sunday to Thursday and Saturdays where necessary)

Core Responsibilities:

- Support and guide faculties in developing new programmes and making changes to existing programmes
- Support the development of curricula materials required for Villa College.
- Prepare relevant documentation regarding revised and new courses for accreditation
- Draft and compile policies, manuals, guidelines etc. as and when required
- Teach assigned module(s)
- Establishing contacts with the wider academic community
- Organizing and participating in professional development activities
- Mentor the junior academic staff
- Conduct research and publish in the area of work
- Coordinate and conduct programme reviews as per the established policies and procedures
- Maintain all records related to curriculum development
- Undertake secretarial responsibilities of assigned Senate subcommittees

OTHER RESPONSIBILITIES:

- Support the provision of professional development of VC lecturers and staff and identify and share good practices
- Provide support for quality assurance and learning support activities
- Assist VC staff and students with any services related to the work of IAD
- Any other work assigned by the Institute

Education and Experience: Essential

- First degree and a master's degree in a related field
- Experience in academic work at a higher education institute

Skills:

Essential

- Microsoft office computer skills (Microsoft Excel, Microsoft word, Microsoft PowerPoint)
- Highly motivated
- Excellent presentation skills
- Written and verbal communication skills

Desired

- Ability to use SPSS, NVivo skills

Personal Qualities:

Essential

- Team player, committed professional, intrinsically motivated, good time management skills
- Academically efficient, will be able to coordinate batch of students.
- Provide clinical lab practice and support.
- Good positive attitude, enthusiastic and willing to coordinate with all activities

Desired

- Able to travel to other islands