



2.

Carrying out administrative tasks related to the department and program, such as student admissions, providing academic guidance, induction programs, and involvement in committees and boards and also in the marketing of the programs

Involving in course development activities such as developing course outlines, course content and the teaching materials related to the course.

3.

Contribute and participate in the development of faculty targets for all the programs and other activities for each semester and develop strategies to achieve those targets using an appropriate action plan.

Assist the faculty head in hiring the right candidate on a casual basis for teaching (visiting lecturers)

6.

Contributing to the quality assurance processes undertaken by and through the Institute for Academic Development and Registration Department

Maintaining a detailed log of relevant stakeholders including employers, industry contacts, professional association bodies, graduates, alumni of the faculty and other key personnel from society

Fostering and facilitating partnerships and relationships with key stakeholders and communities locally and internationally.

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- Bachelor's Degree and Master's Degree in Mathematics/ Teaching Mathematics or a relevant field
 - Minimum three years' experience in Tertiary Teaching.

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- Ph.D. in a related field would be an added advantage
 - Five years' experience as a lecturer for undergraduate courses.
 - Demonstrate experience in improving quality, flexible teaching and learning outcomes with large and small class sizes in both traditional and contemporary modes of delivery, the ability to improve in leading and teaching
 - Demonstrated experience in providing academic leadership to the development, management, and delivery of programs and courses
 - Demonstrate to engage in Research
 - Commitment and demonstrated ability to professional and personal development, including the development and mentoring of colleagues
 - Proven organizational skills with an academic background, including demonstrated ability to undertake curriculum/tutorial design with the area of expertise
 - Demonstrated capability to engage in community engagement related to the field
 - Demonstrated proficiencies in communication in English

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- Some out-of-hours work maybe required
 - Travel within atoll campuses
 - Conduct research, independently and or as a member of a team, which will result in publication in highly regarded academic journals, and our own journal
 - Undertake supervision of students
 - Conversant with a range of technologies and administration appropriate for a modern academic institution.

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- Advanced speaking and writing skills in English and Dhivehi
 - Proficient in MS Excel, MS Word and MS PowerPoint



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