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|-------------------------------------|---|
| POSITION                            | Lecturer/Senior Lecturer (Computer science) |
| EMPLOYMENT TYPE                     | Full time                                   |
| FACULTY/CENTER/INSTITUTE/DEPARTMENT | School of Computer Science                  |
| LOCATION                            | j @# 'U                                     |
| DATE ADVERTISED                     | 14 November 2024                            |
| DEADLINE FOR APPLICATION            | 23 November 2024                            |

## BROAD PURPOSE

To be able to teach the following modules: Data Structures, Web Development, Mobile Application, Advance Algorithms, Discrete Mathematics, Foundations of Computing, Python Language.

Reports to: Head of School, School of Computer Science/ Faculty of Engineering and Technology

|                        |                       |
|------------------------|-----------------------|
| BASIC SALARY           | MVR 18,000 - 20,000/- |
| SERVICE ALLOWANCE      | MVR 5,000 - 6,500/-   |
| ACADEMIC/PhD ALLOWANCE | MVR 1,000 - 2,000/-   |

Time: 1400hrs - 2200hrs (Sunday to Thursday and Saturdays where necessary)

## CORE RESPONSIBILITIES

### 1. Graduate and Undergraduate Teaching:

Deliver teaching across various levels of the program, including lectures, tutorials, practical lab sessions, and simulation-based activities.

Prepare comprehensive teaching materials, lecture slides, notes, and LMS content.

Design, develop, and conduct assessments, including coursework, quizzes, assignments, and final exam papers.

Provide consultation hours for student support and guidance.  
based activities.

**2. To engage in course Coordination/ Course development:**

Coordinate administrative tasks, including admissions support, registration, induction programs, and student counseling.

Develop course outlines, module content, and teaching materials for course quality.

Maintain accurate records, including mark sheets, student attendance, resit lists, and retention data.

Participate in marketing activities (e.g., education fairs, open days) to promote the program.

Adhere to institutional SOPs, policies, and procedures to uphold academic standards.

Prepare necessary program audit documents and maintain moderation records.

**3. To engage in Research related Activities:**

Conduct personal research projects for publication in reputable journals.

Supervise both undergraduate and postgraduate research projects and support students in achieving publication-ready outcomes.

Pursue publications in high-impact and SCOPUS-indexed journals to elevate institutional research standing.

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Institutional Research Initiative (IRI) activities.

**4. Disseminate knowledge by involving in community engagement:**

Establish connections with industry and academia to provide consulting services and share institutional expertise.

Organize and conduct training sessions, workshops, and seminars on advancements in specialization areas.

Actively participate in CSR activities, supporting community-based initiatives.

Serve as an advisor for student clubs and participate in organizing industrial visits and guest lectures.

Conduct professional development (PD) sessions for academic and industry professionals, and contribute to executive education programs.

**5. Responsibilities /Functions**

Teaching, Course Development, and Coordination: Actively engage in delivering high-quality teaching, coordinating courses, and contributing to continuous course development.

Responsibilities include preparing and refining course materials, designing assessments, and ensuring alignment with program outcomes and standards.

**Research and Student Supervision:** Participate in research activities, including personal research projects, supervising student research at both undergraduate and postgraduate levels, and fostering a research culture within the faculty. Aim to contribute to institutional research outputs through publications and conference presentations.

**Program Content and Material Development:** Support the development and enhancement of program content by creating comprehensive teaching materials, updating course content to reflect current industry standards, and aligning curriculum with partner university requirements.

**Marketing and Outreach:** Actively participate in marketing activities, including open days, education fairs, and promotional events, to attract prospective students and build program initiatives through networking and representation at academic and industry events.



