



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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JOB ADVERTISEMENT

SENIOR LECTURER IN EDUCATIONAL ADMINISTRATION AND PLANNING

Faculty of Education
Department of Postgraduate Studies in Education

The Catholic University of Eastern Africa wishes to recruit dynamic, qualified and result oriented persons to fill the positions of **Senior Lecturer in Educational Administration and Planning**.

Organizational Relationship: Reports to the Head of Department of Postgraduate Studies in Education.

Job Description

- To teach at least 8 units per academic year (three trimesters);
- To conduct research, publish and participate in seminars;
- To supervise students' research work;
- To ensure that quality continuous assessment of students takes place and feedback promptly given to the students;
- To be available for students and staff for office consultation.
- To ensure regular review of his/her courses in conformity with quality assurance reports and emerging international best practice;
- To attend and effectively participate in Departmental, Faculty and University meetings and functions;
- To actively participate in Department/Faculty/University community service activities;
- To uphold the good image of the Faculty and the University in the manner in which he or she carries out his or her duties;
- To be committed to continuous improvement of the Department and Faculty.

- To perform any other official duties that may be assigned by the Dean, the immediate supervisor and University Management.

Minimum Qualifications

- Should have a PhD degree in Educational Administration and Planning;
- Must have published at least three (3) articles in referred journals or the equivalent since promotion to Lecturer;
- Must have at least two (2) presentations at national or international conferences;
- Must have supervised at least four master's theses;
- Must have at least three (3) years teaching experience at university level;
- Should have evidence of administration experience;
- Should be proficient in computer packages.

The Person

- Must be a team player;
- Must possess good interpersonal and communication skills;
- Must be a person of integrity; morally upright and mature;
- Must be able to work under minimum supervision;
- He/she should be flexible and adaptable enough to work in a multicultural environment;
- Should have the ability to guide and mentor students.

Applications should reach the Human Resources Manager on or before **23rd May 2018**.

Applicants should enclose a C.V., copies of relevant certificates and transcripts, and three reference letters from recognized persons/institutions.

NB: ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.

Mr. James Theuri Kiago
SPECIAL ADVISOR TO THE VICE CHANCELLOR