



## **CAREER OPPORTUNITY**

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position:

### **PROGRAMME SPECIALIST**

#### **JOB OBJECTIVE**

Reporting to the Director – Centre for Teaching & Learning Excellence, the job holder is responsible for planning and implementation CTLE programmes in the area of teaching and learning. The job holder will design, conduct, and organize training programs to improve performance and work productivity of academic staff.

#### **DUTIES AND RESPONSIBILITIES**

- Organize, plan, monitor implementation of CTLE's teacher professional development, teaching & learning.
- Identify Teaching and Learning focus areas within schools and departments' needs and priorities and in line with CTLE's mandate
- Advise on curriculum design, development and review in line with emerging trends in higher education.
- Initiate and develop training tools and technical assistance to schools and departments to implement CTLE programme activities (teaching and learning, resource requirements and Learning management systems).
- In liaisons with Chairs of Department, organise teacher-based research activities, and technical assistance to faculty and university community on issues related to teaching & learning.
- Coordinate graduate teaching assistants (GTAs) training program

#### **QUALIFICATIONS AND EXPERIENCE**

- PhD Degree in in Curriculum Development/Studies or Education Technology and media production, or related field(s).
- 3-5 years of relevant professional experience in the field of teaching and learning, & planning of teacher education and development programmes

## **OTHER SKILLS AND COMPETENCIES**

- Analytical skills and ability to collect, synthesize and analyze information from various sources.
- Proven ability to identify and address emerging trends in high education.
- Excellent written and oral communication skills, including the ability to prepare, present and discuss findings and recommendations clearly and concisely.
- Excellent interpersonal skills.
- Proven IT skills.

### **How to Apply**

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV including three referees, academic & professional certificates and **a clear copy of your Kenya National ID and iTax certificate** via email to [hrjobs@kcau.ac.ke](mailto:hrjobs@kcau.ac.ke) by **10<sup>th</sup> June 2022**.

Only shortlisted candidates will be contacted

**The subject of your email should read: PROGRAMME SPECIALIST – CTLE**

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