



CAREER OPPORTUNITY

KCA University is a dynamic private Business and Technology University committed to quality service and ethical practices. A strategic goal of KCAU is to be a virtual campus to adapt to changing institutional, staff and student needs. KCA University seeks to recruit a candidate to fill the following position;

DIRECTOR – OPEN AND DISTANCE EDUCATION

The job holder will provide strategic and operational leadership over the KCA University Center for Open and Distance Education (CODE).

Key Responsibilities and Tasks

- Provide the leadership, implementation, and supervision of all Open and Distance Education (ODE) programs and initiatives.
- Participate in the recruitment and management of staff involved in ODE.
- Promote enrollment growth at the KCA University ODE in line with the long-term strategic goal of being a virtual campus.
- Promote institutional compliance with Universities Standards and Guidelines for ODE by the Commission for University Education (CUE)
- Be the liaison to faculty, staff and University Management on ODE matters.
- Promote effective and efficient delivery of ODE.
- Collaborate with the Head of Information Communication Technology (HoICT) to identify and recommend novel information technologies relevant for effective online learning.
- Coordinate professional development activities for University ODE faculty.

- In conjunction with Director, Quality Assurance, analyse ODE assessment data and provide annual reports to the Vice Chancellor & CEO through the Deputy Vice-Chancellor, Academic and Student Affairs.
- Prepare annual ODE report identifying the current successes and challenges to inform continuous improvement.
- Liaise with the Head of Marketing and Deans of Schools to market ODE programmes.
- Prepare and maintain the ODE budget within established policies and practices.
- Actively participate in University and community activities.
- Serve as secretary to the University's Board of Open and Distance Education.
- Perform any other duties that may be assigned or delegated by the Vice Chancellor & CEO.

Academic Qualifications

- Must have a Ph.D. degree in Educational Media Technology or a closely related field from an accredited/recognised University
- Must be at least a Senior Lecturer or qualified to be appointed one
- Have at least five (3) years of academic and research experience at a University.
- Have at least three (3) years of working in instructional technology or online education
- Must demonstrate outstanding administrative/managerial capability in the organisation and management
- Be a registered member of a professional association

Other Skills and Competencies

- Strong personal and professional integrity, effective verbal and written communication skills, and a commitment to safety.
- Ability to work independently and handle multiple tasks with varying priorities.
- Knowledge of best practices in educational technologies, instructional design, and quality online course delivery;
- Knowledge of LMSs – specifically Moodle and/or Blackboard.

- Working experience with various multimedia software
- Superior interpersonal and team-oriented aptitude.
- Ability to advise faculty in the designing, development, and implementation of technology that supports and enhances quality instruction and student learning.
- Ability to communicate technical concepts effectively to students and staff.

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating current academic rank and salary, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID and iTax certificate via the linked form <https://forms.gle/ZbYR64Gc6Xm5Wz6X8> by 16th August 2024. Only shortlisted candidates will be contacted.

Head of Human Resources,
KCA University,
P.O. Box 56808-00200,
Nairobi, Kenya
Website: www.kcau.ac.ke