



Terms of Reference (ToR)

Position Title: Associate Lecturer/Lecturer/ Sr. Lecturer

Position Level: P3-P1

Qualification: Master

Sl. No	Position Title	Position Level	Area of Specialization	Total no. of Vacancy	Department
1	Associate Lecturer/Lecturer/ Sr. Lecturer	P3-P1	Information and Communication Technology	1	Department of Information and Communication Technology
2			Human Resource Management	1	Department of Management Development

The main duties and responsibilities of the teaching profession

Teaching and Training:

- Teach at Master's Degree and Post Graduate Diploma Levels in one's subject area/ discipline.
- Review, develop, and benchmark academic curricula of the various courses/programs.
- Censor academic requirements of programs/courses and recommend appropriate course of action.
- Direct academic meetings, seminars, workshops, and conferences at national, regional, and international levels.
- Review academic standards and curricula, develop and critique teaching/training materials including case studies, write standard textbooks, articles, and reference materials, and upgrade/benchmark them with acceptable standards.
- Serve as a key resource person in one's subject area/discipline.
- Mentor faculty on academic development.

Research and Consultancy:

- Carry out advanced-level research and publication works of acceptable standards at the international level (as evidenced through the number of publications in international journals of repute)
- Counseling and supervising research works/thesis of Master Degree and PG equivalent courses.
- Participate in/chair Research Councils/Boards/projects and facilitate standards for research works.
- Disseminate research findings through paper presentations, seminars, conferences, and other avenues.



