

PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes  
Post: Senior Lecturer  
Salary: Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350

Qualifications: By promotion, on the basis of experience and merit of officers who hold a substantive appointment in, the grade of Lecturer at the Université des Mascareignes and who -

- (i) reckon at least five years' teaching experience at post-secondary/tertiary level;
- (ii) possess a Master's degree in the relevant field from a recognised institution or an equivalent qualification acceptable to the Board;
- (iii) possess good teaching, research, supervisory and programme management skills; and
- (iv) possess good interpersonal and communication skills.

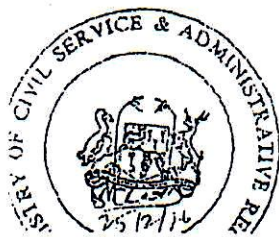
Candidates should produce written evidence of experience claimed and of research publications in academic journals.

Role and Responsibilities:

To conduct lectures, develop and implement plans for new programmes of studies, supervise and evaluate projects and dissertations, and undertake academic research.

Duties:

1. To develop and implement plans for new programmes of studies and relevant curricula including the organisation, administration, evaluation and marketing of programmes.
2. To lecture and conduct tutorials in the relevant module(s).
3. To provide guidance to Lecturers.
4. To prepare teaching and learning materials and coach students within the learning process.
5. To prepare examination papers and mark examination scripts, including assignments, and resit papers.
6. To conduct and invigilate examinations, as and when required.
7. To supervise and evaluate projects and dissertations.
8. To act as Module and Programme Coordinator.
9. To assist in the development of assessment methods and policies.
10. To attend committees/panels related to examinations, as and when required.
11. To organise, conduct and participate in workshops and other work forums, as and when required.
12. To attend meetings, perform presentations and prepare reports regarding the study process.
13. To undertake academic research and organise presentations and publications.



14. To participate in the production and publication of journals, periodicals and books.
15. To promote scholarship and carry out research and consultancy in order to enhance the prestige of the University, both nationally and internationally.
16. To adhere to the Quality Assurance System of the University and to promote a quality culture within the organisation.
17. To attend any academic or advisory committee, as and when required.
18. To use ICT in the performance of his duties.
19. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Lecturer in the roles ascribed to him.

