



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA (CUEA)

“Consecrate them in the Truth”

CAREER OPPORTUNITY

The Catholic University of Eastern Africa (CUEA) is a chartered private international university which enjoys a heritage of 37 solid years of offering quality education grounded on values. Our vision is to be a world-class university producing transformative leaders for Church and society. Our mission is to promote excellence in research, teaching and community service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church. CUEA has seven Faculties: Theology, Education, Law, Arts and Social Sciences, Business, Science and Nursing. Two institutes: Canon Law and Regional Integration and Development and the Centre for Social Justice and Ethics.

We wish to recruit dynamic, qualified and result-oriented person to fill the following position:

LECTURER IN EDUCATIONAL ADMINISTRATION & PLANNING

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

Duties and Responsibilities

- To work with HODs to identify and select courses which he or she is qualified and competent to teach during a semester/trimester;
- To teach a minimum of 10 units (two semesters) per academic year and to undertake extra teaching responsibilities as may be necessary;
- To submit to the HOD new/revised course outlines for units allocated at least two weeks prior to commencement of a semester;
- To ensure timeliness for appropriate reporting, entry and submission of evaluation and marks on time as per schedule;
- To ensure regular and punctual attendance of classes using biometric readers to aid in time management and ensure the same with students;
- Participate in curriculum development and review;
- 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, Skills and Competences:

- Should have a PhD or its equivalent in Educational Administration and Planning;
- Should have evidence of administration experience;
- Should be proficient in computer packages;
- Must have at least three (3) years teaching experience at university level;
- Must have published at least two articles in refereed journals or one university level textbook or two (2) book chapters.

The Person

- Should be a creative and innovative team player;
- Should possess good interpersonal and communication skills;
- Should be a person of integrity; morally upright and mature;
- Should be able to work under minimum supervision;
- Should have excellent team leadership skills;
- He/she should be flexible and adaptable enough to work in a multicultural environment;

APPLICATION GUIDELINES

Interested applicants should send their application letter, CV, filled application form (available on our website: www.cuea.edu/Jobs@Cuea), copies of relevant certificates, transcripts, testimonials and three reference letters including one from the local parish to: **careers@cuea.edu**

Please indicate the subject as follows: **JOB NAME**

Applications should reach the Human Resource Manager on or before **30th January 2021**.

CUEA is an equal opportunity employer committed to diversity and gender equality.

NB: Only shortlisted candidates shall be contacted.