

EIFC NCUK

Ethio International Foundation College
THE UNIVERSITY CONSORTIUM
**An International
Learning Institution**

JOB TITLE

-Academic manager -2 Vacancies

-EAP Tutor(English For Academic purposes)-2 Vacancies

Application Submission:

Interested candidates should send their
CV, cover letter, and testimonials to the
Administrative Manager at

Manager at : intrnational.recruitment366@gmail.com

Deadline: April,15,2024

Salary

Salary by agreement

More Info



intrnational.recruitment366@gmail.com



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+251 949 528 795

ACADEMIC MANAGER: PERSON SPECIFICATION

Qualifications and Experience

1. Academic qualification at post-graduate or equivalent level or relevant professional qualifications (Essential).
2. Relevant teaching experience. (Essential). Normally a minimum of five years teaching experience.
3. Education management experience (Essential). Normally a minimum of five years education management experience.
4. An understanding of UK/Western higher education and the needs and requirements of international students (Essential).
5. Direct experience of higher education in an international context (Essential).
6. An understanding and experience of International Foundation Qualifications (Essential).
7. Experience of academic assessment and standards and of quality assurance procedures (Desirable).
8. Experience of the development of academic qualifications (Desirable).
9. An understanding and appreciation of private sector education (Desirable).

Skills (Essential)

1. Demonstrable cross-cultural awareness and understanding.
2. Strong leadership skills and a proven ability to lead, motivate, coach and develop staff.
3. A commitment to teamwork, and a demonstrated ability to manage resources effectively, whether human or physical.
4. A record of achievement in teaching.
5. Excellent interpersonal, communication and presentation skills including fluency in English. Numerate and articulate.
6. Communicate effectively with academics in the Study Centre and externally (for example NCUK academic, moderators, etc.).
7. An ability to review assessments outside his/her discipline including formative and summative assessments set by academic staff at the Study Centre.
8. Competence in the effective use of Information and Communications Technologies (ICT).
9. Proven planning and organisational skills and an ability to take initiative within curriculum and policy objectives.
10. The ability to contribute to policy development.
11. Financial competence.
12. A record of attention to detail, thoroughness and fairness.
13. The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources.
14. An ability and willingness to travel both within Ethiopia and internationally.

Style

1. Outward looking and student sympathetic.
2. A mentor to staff.
3. Flexible with the ability to solve problems, to put in the time necessary to do the job, to take decisions and to accept responsibility.
4. A willingness to learn, to improve personal teaching and management effectiveness and, where appropriate, an ability to adapt.
5. Credible in the international academic community.
6. Practical with high integrity, honesty and ethical standards.
7. Enthusiastic and committed with stamina and a positive attitude.

EAP tutor (English For Academic purposes)

Qualifications and Experience

1. A relevant academic qualification at UK graduate level (except Master's Preparation Research methods teachers who must have a relevant postgraduate qualification) (Essential).

In addition (also Essential):

- a. EAP: the majority of staff at a Study Centre should be TEFLQ, though a ratio of 1-1 TEFLQ to TELFI is acceptable³.
 - b. IFY Art & Design – additional criteria apply, please contact NCUK for further details.
2. Relevant teaching experience (Essential). Normally a minimum of two years. This experience should relate to the delivery of a Western-style syllabus using Western conventions and methodologies. Significant teaching/qualification management experience at a reputable university may also be acceptable.
 3. A recognised teaching qualification in relevant subject (Desirable).
 4. The ability to contribute to integrated teaching across the curriculum (Essential).
 5. An understanding of UK/western higher education and the needs and requirements of international students (Essential).
 6. Direct experience of further and higher education in an international context (Essential).
 7. Specific experience of education in <country> (Desirable).
 8. Experience of the development of academic qualifications (Desirable).
 9. Experience of academic assessment and standards, and of quality assurance procedures (Desirable).
 10. Experience of teaching non-native speakers of English (Desirable).
 11. An understanding and appreciation of private sector education (Desirable).
 12. Experience of living and working in Ethiopia (Desirable).

Skills (Essential)

1. Demonstrable cross-cultural awareness and understanding.
2. A commitment to teamwork, to working flexibly and to seeking solutions to problems.
3. A record of achievement in teaching.
4. Excellent interpersonal, communication and presentation skills including fluency in English. Numerate and articulate.
5. Competence in the effective use of Information and Communications Technologies (ICT).
6. Proven planning and organisational skills and an ability to take initiative within curriculum and policy objectives.
7. The ability to contribute to study qualification development.
8. The ability to set, review and mark formative and summative assessments in line with a published syllabus.
9. A record of attention to detail, thoroughness and fairness.
10. The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources.

Style

1. Outward looking and student sympathetic.
2. A team worker.
3. Flexible with the ability to solve problems, to put in the time necessary to do the job, to take decisions and to accept responsibility.
4. A willingness to learn, to improve personal teaching effectiveness and adapt.
5. Credibility with colleagues and in the wider international academic community.
6. Practical with high integrity, honesty and ethical standards.
7. Enthusiastic and committed with stamina and a positive attitude.

³ In broad terms, TEFLQ refers to a teacher who has a recognised diploma (Trinity or DELTA). An MA in Applied Linguistics or ELT-related subject is not normally TEFLQ as there is no teaching practice involved, but these qualifications are easily converted to TEFLQ. TELFI refers to a teacher who has a recognised certificate (Trinity or CELTA). For both TELFI and TELFQ, other qualifications may be acceptable, though you should always check with EIFC.

