# **EIFC NCUK**

Ethio International Foundation College THE UNIVERSITY CONSORTIUM An International Learning Institution

**JOB TITLE** 

- -Academic manager -2 Vacancies
- -EAP Tutor(English For Acadamic puroposes)-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

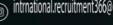
More Info

Salary

Salary by agreement

+44 7491 500453 **L** +251 949 528 795





## ACADEMIC MANAGER: PERSON SPECIFICATION

#### **Qualifications and Experience**

- 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.
- Education management experience (Essential). Normally a minimum of five years education management experience.
- 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.
- A commitment to teamwork, and a demonstrated ability to manage resources effectively, whether human or physical.
- 4. A record of achievement in teaching.
- Excellent interpersonal, communication and presentation skills including fluency in English. Numerate and articulate.
- Communicate effectively with academics in the Study Centre and externally (for example NCUK academic, moderators, etc.).
- 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).
- 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.
- 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.
- A mentor to staff.
- Flexible with the ability to solve problems, to put in the time necessary to do the job, to take decisions and to accept responsibility.
- 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.
- Practical with high integrity, honesty and ethical standards.
- 7. Enthusiastic and committed with stamina and a positive attitude.

# EAP tutor (English For Acadamic purposes)

#### **Qualifications and Experience**

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 TEFLI is acceptable<sup>3</sup>.
- b. IFY Art & Design additional criteria apply, please contact NCUK for further details.
- 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).
- 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.
- 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.
- 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.
- Enthusiastic and committed with stamina and a positive attitude.

<sup>&</sup>lt;sup>3</sup> 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. TEFLI 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.