



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Permanent Faculty Member	DEPARTMENT: Academics
POSITION REPORTS TO: Dean/Head of Department	
POSITION IS REPORTED BY: ---	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Teaches four courses in regular semesters and one course in summer.2. Drafts course outline and delivers it to the students, by maintaining conducive learning environment in class and timely completion of course.3. Mentors and advises students in selection of elective courses and career development.4. Performs teaching related administrative activities:<ul style="list-style-type: none">• Performs Invigilation• Prepares examination question paper, marks answer sheets and class assignments; and prepares examination results• Records class attendance and maintains individual course records• Updates Zabdesk5. Prepares a course portfolio to ensure that course objectives are being adhered to, and measures learning outcomes to assess the effectiveness of the delivery of the course material.6. Supervises IS and thesis work of the students.7. Integrates academic knowledge with research activities.8. Responsible for writing at least one research paper/publication in each semester.9. Attends conference, workshops, and trainings.10. Participates in Internal Committees for Department / University.11. Participates in University Advancement Activities.	



PERSON SPECIFICATION

(1) Academic Qualification Required

Has a PhD, Masters, or equivalent qualifications in the relevant subject.

(2) Specific Job-related Skills Required

1. Analytical Skills
2. Communication & Interpersonal Skills
3. Presentation Skills
4. Counseling Skills
5. Leadership Skills
6. Problem-solving & Decision- making Skills
7. Computer Skills

(3) Specific Job-related Traits & Behaviors Required

1. Attendance & Punctuality
2. Integrity
3. Initiative taking
4. Intelligence and Mental alertness
5. Cooperativeness & Coordination
6. Policy and Procedure Compliance
7. Ability to Plan, Organize, and
8. Supervise the Work
9. Appearance
10. Discipline

(4) Experience Required

At least one-year of teaching experience in academic Institution.