

Referent Lecturer for Bilingual HND Section / Professeur Référent Section BTS Bilingue

Job Description

Position : Referent Lecturer for Bilingual HND Section

Reports to : Academic Coordinator

Supervisee (s) : Lecturers, Bilingual HND Section

Liaises with : Lecturers, Support Staff, students, Clients, Directors of Studies

Purpose of the position :

The Referent Lecturer for the Bilingual HND Section supports the Language Department in the organisation and development of the Bilingual Section, programmes and activities within and outside Alliance française under the supervision of the Academic Coordinator

Main Responsibilities :

Support the Academic Coordinator in the organisation and development of the Bilingual HND Section including in the following areas :

Course and Examination Coordination :

- Assist the Coordinator in assessing the results and interviewing prospective students for admission under the section.
- Serve as a liaison officer between the Coordinator and the students of the Professional Section, and between the Coordinator and lecturers
- Relay information from the Academic Office to the students and vice-versa
- Assist the Coordinator of the Professional Section towards the section's obligations to **NABPTEX**
- Remind teachers of examination dates and collate examination questions for submission to **NABPTEX**
- Prepare examination schedules and supervise the invigilation of such exam by assigning teachers.
- Collect and compile marked scripts from teachers and forward all results to the Coordinator.
- Keep and update examination records in the examination room.
- Assist the Coordinator in organizing the presentation of final year students' reports and subsequent graduation ceremony

- Assist the coordinator in following up on students' fees and indebtedness

Students' support and welfare system monitoring :

- Assist the Coordinator in planning and coordination of students' orientation
- Assist the Coordinator in attending to students needs and guiding the **Students Representative Council (SRC)**
- Assist the Coordinator in operating an effective advice and support system for students
- Involve students in extra curricula activities and programmes.
- assist the Coordinator in seeking placement for industrial attachment for students
- Perform any other responsibility as may be assigned and or associated to the post.

Key Competences:

- At least a 2 year experience in technical education (Ability to handle any class immediately)
- Ability to obtain concrete results with regards to quantified objectives (increase in the number of students, etc.), teaching and learning materials, external communication etc.
- Must have a very good experience in liaison matters
- A good mastery in ICT+ Smart board could be an advantage
- Must be able to work under the direct tutelage of the Coordinator
- Must be a good team player and must be able to work independently
- Must possess good organisation abilities and must be proactive
- Must exhibit dynamism and professionalism
- Must be open minded as well and find it easy to adapt to change

Type of Employment: A fixed term contract with a 3 months probationary period renewable.

Mode of application: Send your CV and application letter to bilingualsection@afaccra.org; ASAP. **Website:** www.afaccra.org

Benefits include private health insurance and private pension scheme at the end of probation period