

Gestion Administrative Lecturer for Bilingual HND Section / Professeur de Gestion Administrative, Section BTS Bilingue

Job Description

Position : Gestion Administrative Lecturer for Bilingual HND Programme

Reports to : Academic Coordinator

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

Purpose of the position:

Support the Academic Coordinator in the organisation and development of Gestion Administrative course materials and in teaching students in the defined area

Qualification:

A Masters' Degree in Administration or equivalent in Management Studies.

Main responsibilities

To impart the knowledge of Commercial French, Gestion Administrative, and Research Methods to the Bilingual HND students at all levels.

Key Competences:

- At least 3-years experience in Technical/Professional education
- Ability to obtain concrete results with regards to quantified objectives (increase in the number of students etc.), teaching and learning materials, external communication etc.
- Ability to lecture both in French and English
- Ability to apply current teaching methodologies to achieve best results and improve students' confidence
- Must possess mastery of teaching skills and be proactive
- Must have good mastery of the Pack Office
- Must be able to work under the direct tutelage of the Coordinator
- Must be a good team player and must be able to work to achieve desired results
- Must exhibit dynamism and professionalism
- Must be open minded as well and be able to adapt to change

Type of Employment: A part time contract with a 4 month probationary period renewable every semester.

Duration: A fixed term contract renewable every semester with a 4 month probationary period

Mode of application: Send your CV and application letter to lingualsection@afccra.org and copy studies@afaccra.org & deputy.director@afaccra.org before the 25th Jan. 2019. **Website:** www.afaccra.org

Note:

This job description is not a contract of employment. It has been prepared as a guide, for the purpose of the organisation, and may change as your contract or the structure of the organisation change, upon consultation with the employee.