

JOB DESCRIPTION

Title	Assistant Lecturer in Highway and Road Engineering
School / Department	School of Built Environment / Department of Civil Engineering and Surveying
Faculty	Faculty of Science and Technology (FST)
Reports to	HOS Built Environment through HOD Civil Engineering and Surveying
Location / Campus	Kukum Campus

BRIEF

The Assistant Lecturer is responsible to assist the Senior Lecturer / Lecturer in Tutoring, Reviewing and Development, Plans & delivers learning experiences to meet course objectives, develops instructional materials, Involved in Student Consultations, Manages and Maintains student records, Liaises with the Head of School (HOS) and Head of Department (HOD) in carrying out University's Research or Industrial Project Consultancies.

DUTIES AND RESPONSIBILITIES

Teaching and learning:

- ✓ To deliver learning instructions, prepare Lesson plans,
- ✓ To develop all enrolled class lists.
- ✓ To have a good knowledge of the entire syllabus curriculum.
- ✓ To contribute effectively to the department by performing duties in an appropriate area.
- ✓ To develop and apply innovative and appropriate teaching techniques and materials that create interest, understanding and enthusiasm amongst students. To transfer knowledge including practical skills, methods, and techniques.
- ✓ To ensure that course design and delivery comply with the quality standards and policy regulations of the University.
- ✓ To participate in the school Outreach Programs.
- ✓ To write, prepare and mark assignments and examinations and provide feedback to students on time.
- ✓ To ensure that the teaching content and methods of delivery are per equal opportunities and respond to issues relating to staff and student needs.
- ✓ To monitor and maintain a print stock level and current master copies for printing.

Research / Industrial Projects:

- ✓ To determine relevant research objectives and prepare research proposals to relate to the course.
- ✓ To assist in aided Projects
- ✓ To identify sources of funding and carry out research relevant to the basic purposes of the University.
- ✓ Carry out consultancy work for school, national level, and regional level
- ✓ To make presentations or exhibitions at national and international conferences and other similar events.
- ✓ To maintain current University information practices.

Teamwork:

- ✓ To develop links with external contacts such as other Educational Bodies, Industrial Organisations, and Professional bodies to create collaboration.
- ✓ Consistent interaction and liaison with students to teach and provide support.
- ✓ To provide academic leadership to those working within programme areas, as Assistant lecturers or equivalent,
- ✓ To assist in the work of a team by agreeing to objectives and adhering to work plans.
- ✓ Act as a personal mentor to students and colleagues.
- ✓ To lead small workgroups within specific areas of responsibility.
- ✓ To ensure that teams within the department work together effectively.
- ✓ To act to resolve conflicts within and between teams.

MINIMUM QUALIFICATION REQUIREMENT:

Bachelor of Civil Engineering with a Minimum of Five (5) years and above Industrial and Field Experience or Master of Engineering in Highway / Road Engineering with a Minimum of Two (2) years of experience.

Other Requirements:

Ability to work under pressure; ability to work long hours, and at the weekends or on public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including a high degree of proficiency in MS Excel); and excellent written and verbal communication skills are required.

Experience Relevant to the Position:

- ✓ More than 5 years of Industrial Experience in the Field of Highway / Road Engineering Field
- ✓ Depth of specialised knowledge in own area of expertise
- ✓ Understanding of different leadership and directing methods appropriate in the field
- ✓ Computer proficiency (MS Word; MS Excel; MS PowerPoint and Outlook)

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for staff under the Teaching Stream. The contract is renewable subject to good performance.