



JOB DESCRIPTION FOR LECTURE 1 IN GOVERNMENT ADMINISTRATION

Title:	Lecturer 1 in Government Administration
School/Division:	Faculty of Business and Tourism Studies (FBTS)
Category:	Teaching & Training
Stream	Higher Education
Reports to:	Head of Department/School and Dean of Faculty
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

- The successful applicant will teach various courses in Government & Non-profit Administration at the undergraduate levels, conduct research in areas of their professional academic interest, supervise students' research projects at all levels, and carry out any other duties as delegated by the supervising officer(s).

2. MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning

- Carry out all standard duties related to teaching and learning in an academic institution. SINU requires staff in the Higher Education stream to carry a workload of, on average, 16 contact hours per week. The rest of the time is to be devoted to non-contact aspects of teaching & learning, including programme development and reviews (estimated to average 10 hours per week), and research & publications.

Research, Publications & Consultancy

- Staff in the higher education stream are expected to carry out research & publications in their fields. They are also expected to carry out approved consultancies.

Administration & General Responsibilities

- Staff in the higher education stream may participate in professional, community, and outreach activities relevant to the programme or professional interests of the staff. Staff are also expected to participate in University-wide activities commensurate with the roles and responsibilities of an academic.



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3. MINIMUM QUALIFICATION

To be considered for this position, applicants must have:

- A Masters level qualification in Management and Public Administration with sound research experience
- At least 6 years of formal tertiary teaching and research/experience or a combination of education and commercial experience of at least 12 years at the commensurate level.
- Some experience in programme development and review.

4. DESIRABLE ATTRIBUTES

Preference will be given to applicants with:

- Work and/or teaching experiences in developing countries, and a demonstrated experience in dealing with socio-cultural and political diversities.
- Extensive background and knowledge in Government & Non-Profit Administration Processes, Procedures, Systems and Instruments.
- Extensive knowledge and experience in human resources management, programmes/project management, procurement/supply chain management, ICT Management, and other related core functions in public and non-profit sector organizations.
- Knowledge of public financial management rules and regulations, donors, foreign relations and government systems and institutions are bonuses
- Experience in programme development and review.

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level under the teaching stream. The contract is renewable subject to good performance.