



ACADEMICS CORDINATOR – JOB DESCRIPTION

Job Type: Full-time

Duty Station: Kampala

The Role of the Academics Coordinator;

- To provide support to management, Institute faculty, and students on academic matters, handling a variety of tasks in order to ensure quality of teaching, learning, and overall academics standards at the Institute.

Responsibilities of the Academics Coordinator

- Provide leadership on coordination of academic matters and effective implementation of academic policies towards effective teaching and learning at the Institute.
- Coordinate development of academic schedules for the academic year cycles.
- Coordinate academic staff, and students towards effective teaching and learning at the institute
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- Coordinate development of teaching materials, delivery and access to students via relevant platforms, and ensure quality in teaching delivery to students,
- Undertake timetabling of teaching, tests, and examinations schedules, and support any review and updates to the same for effective delivery.
- Ensure moderation of examinations, and any other formal assessments to be undertaken by learners under the institute.
- Support development, implementation and/or review of academic policies and procedures at the institute.
- Coordinate course delivery, as well as tests and examinations schedules in accordance with established Institute academic assessment policies and regulations.
- Coordinate the appointment of external examiners where need may arise.
- Support the selection and admission of qualifying students.
- Oversee implementation of academic related policies of the Institute for both academic Staff, and students.
- Seek, enhance, originate, nature partnerships with other Institutions for academic collaboration and development
- Participate in proposal writing, and solicitation of grants towards development and sustainability of the Institute operations.
- Monitor and support other academic staff in fulfillment of their roles
- Organize academic seminars, webinars, and workshops for both academic staff and students on vital topics towards their capacity building, and development
- In conjunction with Institute management, coordinate orientation of new academic staff, and students (on academic matters), upon joining the Institute

- Generate semesterly reports and briefings for management about performance of duties by academic staff
- Participate in planning meetings, and advise management on academic related matters.
- Coordinate internship placement and undertaking by students
- Advise academic staff, and students on publication and conformity to acceptable research standards.
- Perform any other duties as may be assigned from time to time by the Institute Principal.

Qualifications / Requirements

- At least 5 years of experience in academia, with involvement in teaching, student supervision, assessment, and mentorship
- At least a Masters' degree or higher qualification from a recognized university
- Excellent analytical, and problem-solving skills
- Able to lead and contribute positively as part of a growing team and institution
- Keen attention to detail
- Proactivity and a desire to create a positive impact in assigned duties
- Good time management skills
- Prior experience in management or coordination of academic programs, and/or a PhD will be of added advantage.

How to Apply:

Interested candidates should submit their CVs, along with all other supporting documents to: careers@bit.ac.ug not later than 10th August, 2023, 05:00 pm.

NOTE: Only shortlisted candidates will be contacted.