



CAREER OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit candidates to fill the following positions;

PART TIME CERTIFIED SYSTEM SOLUTION EXPERT (CSSE) LECTURERS

JOB OBJECTIVE

To facilitate quality learning through teaching, administration and academic advisory work and ensure an outstanding student learning experience.

DUTIES AND RESPONSIBILITIES:

- Teach and facilitate learning through lectures, seminars, workshops, tutorials and other learning situations as assigned by the supervisor from time to time.
- Participate in the development, administration and marking of exams, assignments and continuous assessments tests.
- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, Achievement and attendance.
- Provide advice, guidance and feedback to students to support their professional progress and referring student to support services as appropriate.
- Participate in supervision and assisting of students in their course work.
- Participate in writing of research proposals and applying of research grants in the relevant areas of the course.
- Contribute and participate in the development of departmental seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Provide pastoral care to students through academic advising and counselling.
- Contribute to departmental, faculty and/or University wide working groups or committee as, when requested to do so;

- Undertake continuous professional development and participate in staff development and training activities to update and enhance skills;
- Maintain proper records of students' examination, assignments and continuous assessments tests and ensure they are keyed in examination records management system in time;
- Attend departmental, Faculty and University –wide meetings with other staff members;

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in I.T with specialty in information system solution
- At least 3 years' teaching experience in system solutions or any other related professional programs
- Professional membership with the relevant body
- Master's degree in information system Solution will be an added advantage

OTHER SKILLS AND COMPETENCIES

- Strong verbal and written communication skills
- Excellent presentation skills
- Critical thinking skills
- Time management skills and attention to detail

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV and three references via email to hrjobs@kca.ac.ke by 6th March 2022.

The subject of your email should read: PART TIME - CERTIFIED SYSTEM SOLUTION EXPERT

Only shortlisted candidates will be contacted

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