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Ministry of Higher Education

Republic of Maldives

TERMS OF REFERANCE

Following is the Term of Reference for the post of Lecturer Cum Technician of, Raa Atoll Technical Institute in Raa.Alifushi, Maldives.

Designation:	Lecturer Cum Technician
Area of Specialization	Electrical Engineering, Refrigeration and Air-conditioning
Number of Posts:	<u>01</u>
Introduction:	Searching for Lecturers for teaching in the courses carried out in the Technical Institutes developed, in Raa·Alifushi, under PSIP Projects of Ministry of Higher Education.
Objectives:	Recruit Quality Lecturers to carry out TVET courses sustainably, in the above mentioned Institutes.
Minimum Qualification:	<ul style="list-style-type: none">• Minimum Bachelor's Degree and Master's Degree in a related field.• Related Fields are; Electrical Engineering, Refrigeration and Air-conditioning• Minimum 2 years of work experience in the field.
Salary Package:	Basic Salary: MVR 17,808.00 Job Allowance: MVR 8,311.00
Key Responsibilities:	<p><u>In Teaching and Learning:</u></p> <ol style="list-style-type: none">1. Teaching in the Courses, workshops and practical's as per the workload given.2. Prepare teaching materials, assignments and other things needed for teaching and get approval from campus manager before the beginning of each semester.3. Prepare plans for the subjects/modules and update them at the end of every term/semester and submit to the department head.



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	<ol style="list-style-type: none">4. Use updated and modern teaching and learning methods to deliver the lessons and preparing materials.5. Teach and evaluate as per the curriculum and initiate new methods.6. Suggest and consult Management, in introducing new courses as per the need and evolving technology.7. Prepare assessments and Test papers as per the deadlines.8. Conduct exams and assessments and participate in moderation.9. Mark the exam papers, assignments, prepare result sheets as per the deadlines and give feedback for the students.10. Assist part-time and full time lecturers review and mark if needed.11. Keep attendance records, academic records and other information of the students and keep them updated.12. Handle the administrative works of the subjects teaching and update learning management system.13. Coordinate the Courses if given.14. Communicate with the students and parents and build a good rapport with them. <p><u>In Administrative Area:</u></p> <ol style="list-style-type: none">1. Look after the maintenance of air-conditions in the institute.2. Identify the repair needs and report daily. If any repair is needed attend to it with the instructions from the campus manager.3. Service the air-conditions periodically.4. Attend to electrical and electronics needs of the institute as per the instructions from the campus manager.5. Identify any need for electrical repair.
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	<ol style="list-style-type: none">6. Look after the need and stock/inventory of the equipment of the institute.7. Assist campus manager and other staff to carry out day to day operations of the institute.8. Participate in the meetings organized by the institute.9. Participate in the activities organized by the institute.10. Follow the code of conduct.
<p>How to Apply:</p>	<p>Interested candidates must submit the following documents to recruitment@mohe.gov.mv Any application after the deadline would not be accepted.</p> <ul style="list-style-type: none">• Letter of Interest• Valid National ID/ PP copy• CV with employment history• Education qualification and Training certificates• Reference letters certifying the experience• Police report <p>For more info please mail to recruitment@mohe.gov.mv</p>