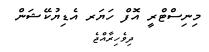


#### Ministry of Higher Education

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# **TERMS OF REFERANCE**

Following is the Term of Reference for the post of Lecturer Cum Technician of, Haa Alif Atoll Technical Institute in HA.Dhidhdhoo, Maldives.

Designation:	Lecturer Cum Technician
Area of Specialization	Electrical Engineering, Refrigeration and Air-conditioning
Number of Posts:	01
Introduction:	Searching for Lecturers for teaching in the courses carried out in the Technical Institutes developed, in HA·Dhidhdhoo and 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> <li>Minimum Bachelor's Degree and Master's Degree in a related field.</li> <li>Related Fields are; Electrical Engineering, Refrigeration and Air-conditioning</li> <li>Minimum 2 years of work experience in the field.</li> </ul>
Salary Package:	Basic Salary: MVR 17,808.00
	Job Allowance: MVR 8,311.00
Key Responsibilities:	<ul> <li>In Teaching and Learning:</li> <li>1. Teaching in the Courses, workshops and practical's as per the workload given.</li> <li>2. Prepare teaching materials, assignments and other things needed for teaching and get approval from campus manager before the beginning of each semester.</li> </ul>



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### בית הפשת הצי אול הל המי המי המים בית הפשת הצי אול ב

- 3. Prepare plans for the subjects/modules and update them at the end of every term/semester and submit to the department head-
- 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-

#### In Administrative Area:

- 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.



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	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-
	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.
	Interested candidates must submit the following documents
	to <u>recruitment@mohe.gov.mv</u> Any application after the
	deadline would not be accepted.
The As Assal :	Letter of Interest
	** ** ** * * * ** ** ** ** ** ** ** **
How to Apply:	Valid National ID/ PP copy
How to Apply:	CV with employment history
How to Apply:	<ul> <li>CV with employment history</li> <li>Education qualification and Training certificates</li> </ul>
How to Apply:	<ul> <li>CV with employment history</li> <li>Education qualification and Training certificates</li> <li>Reference letters certifying the experience</li> </ul>
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How to Apply:	<ul> <li>CV with employment history</li> <li>Education qualification and Training certificates</li> <li>Reference letters certifying the experience</li> <li>Police report</li> </ul>

10 August 2023