



## EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards, encouraging and supporting members of staff to undertake research. The University has the hereunder vacancies.

**LECTURER IN AGRIBUSINESS GRADE 12 1 POSITION**

**REF: PU/ADV/01/02/2025**

### **1. JOB SPECIFICATIONS**

This is a university teaching/research position. Appointment is either on Permanent and Pensionable terms or on a three (3) year renewable performance-based contract, depending on age, citizenship, or any other reason.

### **DUTIES AND RESPONSIBILITIES**

- Collaborate with academic departments to design and develop high-quality online and distance learning courses and programs.
- Digital and manual processing of examinations to ensure integrity in the grading of students
- Ensure courses are aligned with academic standards, institutional goals, ODeL Policy and in line with the CUE regulations for online programs.
- To prepare students' progress reports to help in decision making of the student.
- To lecture in area of specialization in accordance with the syllabus.
- To prepare teaching or learning materials and schemes of work for smooth running of the semester.
- Troubleshoot and resolve technical issues related to online learning platforms for both faculty and students.
- Provide training and ongoing support for faculty members on how to use e-learning tools, develop online content, and engage students in a virtual environment.
- Assist faculty with designing and integrating assessments that align with learning objectives for online courses.

- Ensure that students are provided with all necessary resources to succeed in online learning (e.g., access to course materials, technology support, guidance on study strategies).
- Act as a liaison between students and faculty to address academic or technical challenges.
- Monitor the effectiveness of online and distance learning programs through regular assessments, surveys, and feedback from students and faculty.
- Maintain records of student enrollment, participation, and performance in online programs.
- Prepare reports for senior management regarding the performance and development of e-learning programs.
- Manage budgets for the development and administration of ODeL programs.
- Stay current with trends and best practices in online education and distance learning.
- Identify and evaluate new e-learning technologies, tools, and pedagogical strategies that could enhance the learning experience.
- Conduct research on student needs and satisfaction with online learning programs and recommend improvements.

## **2. PERSON SPECIFICATIONS**

### **Academic Qualification**

- An earned PhD or equivalent degree from an accredited and recognized university.

### **Professional Qualifications**

- Must be registered with the relevant professional body (where applicable).
- Demonstrated contribution to a university or research institution through participation in departmental management, student academic/research advising, committee membership, and related activities.

### **Professional Experience**

- Proficiency in teaching, conducting research, and supervising students and/or staff.
- At least three (3) years teaching experience at university level
- Ability to design and develop academic programs and curricula.
- Publication of at least three (3) peer-reviewed journal articles.

### **Skills**

- Knowledge of LMSs Specifically Moodle
- Skills in Online Education
- E-Learning Certificate in Faculty and Students Preparedness
- E-Learning Certificate in Quality Assurance
- E-Learning Certificate in Content Creation and Development

**Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendation letters from referees should be addressed to,**

**The Vice Chancellor,  
Pwani University,  
P. O Box 195-80108,  
Kilifi.**

Application should also include an upto date CV, providing details of academic and professional qualifications, work experience, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

**Pwani University is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply.**

**Persons living with disability should attach a copy of their National Council for Persons with Disability (NCPWD) Registration Card.**

**Applicants with foreign qualifications must submit a Certificate of Recognition from the Commission for University Education.**

The deadline for submitting applications is **Friday 28<sup>th</sup> February, 2025**. Applications received later than this date will **not be** considered

**Please Note:** Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

**PWANI UNIVERSITY DOES NOT CHARGE FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**

