



الجامعة الدولية المفتوحة

**International Open University**

Former: Islamic Online University

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## **Recruitment of Teaching Faculty in the Department of Education**

IOU gives high importance to provide quality education to its students around the world. We intend to recruit a dynamic member of teaching faculty in the Department of Education who will be responsible for online teaching to our students.

### **PERSON SPECIFICATION**

#### **(1) Qualification**

- *Essential:* MA, MS or MPhil in any specialized area of Education or Special Education
- *Desirable:* PhD qualification in any of the above areas

#### **(2) Aptitude**

- Excellent ability to teach online classes
- Curriculum development and conducting academic research

#### **(3) Language**

- *Essential:* Native or near native English speaker
- *Essential:* Excellent written (academic) and verbal English skills.
- *Desirable:* Knowledge of basic Arabic

#### **(4) Personality**

- Must be able to optimally plan work to meet tight deadlines
- Must be an excellent team player and a strategic thinker
- Must have excellent inter-personal skills

### **JOB PROFILE AND DUTIES**

The skills and experience outlined below is only a summary of what is required to carry out this job in a most productive way. These points only reflect the mode of selection process on which the decision of appointment will be made. Candidates may be asked to prove their suitability beyond this framework.

- Teaching a variety of subject in the discipline of Education.
- Serving on university's academic committees if/when required.
- Regularly reporting to Head of Department about the work updates.
- Ensuring quality assurance processes are implemented in the respective courses.

- Moderate assessments and examinations within the department.
- Dealing with academic complaints and queries related to students.
- Checking peer review content of MCQs for exams and module tests.
- Help University to promote research culture.
- Regularly contribute in the research journal of IOU and also guiding students to get their good quality work published at appropriate forum.
- Develop and amend curriculum.
- Perform any other tasks as assigned by the Head of Department.