TANGAZA UNIVERSITY COLLEGE

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

UNDERGRADUATE PROGRAMME LEADER - ISRF

Do you want to work with the best and push your career to a whole new level? Tangaza University College is moving towards becoming a fully-fledged university. As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University College and requires to be filled.

JOB TITLE:	UNDERGRADUATE PROGRAMME LEADER - ISRF
REPORTS TO:	THE DIRECTOR OF THE INSTITUTE
DEPARTMENT:	INSTITUTE FOR SPIRITUALITY AND RELIGIOUS FORMATION
EMPLOYMENT STATUS:	CONTRACT

Position Summary

Under the direct supervision of the Director, the Programme Leader (PL) provides leadership to all the faculty members involved in the programme to ensure quality delivery of the programme. The PL will be responsible for the academic experience of the students in the programme and organizational aspects of the programme that support this experience.

Primary Duties and Responsibilities (A detailed Job Description [JD] will be given on appointment)

1. The Undergraduate Programme Leader will promote the vision and mission of the ISRF among the students in collaboration with the Director of the Institute.
2. The Undergraduate Programme Leader will prepare the class timetable in coordination with the Academic Assistant and Director before the beginning of each semester.
3. The Undergraduate Programme Leader, in collaboration with Academic Assistant, will control the punctuality and actual teaching of lecturers, record of class attendance and dealing with issues of student absenteeism.
4. The Undergraduate Programme Leader, in collaboration with the Academic Assistant, will handle the registration of courses and exemptions, and controlling any supplementary and special marks or equivalences of the ISRF students before they are forwarded to the Registrar.
5. He/she, in collaboration with the Academic Assistant, will receive, review and evaluate all examination papers from lecturers three weeks before examinations begin, being responsible for coordinating/moderation of examinations and quality assurance processes.
6. He/she will coordinate the continuous assessment of the curriculum, identifying needed changes and reviewing the Institute's Handbook.
7. The Undergraduate Programme Leader has the duty of advising the Director and carrying out assigned responsibilities, such as ensuring that Academic files and various files of the Institute are kept up to date. He/she will oversee the ISRF alumni files in collaboration with the ISRF Academic Assistant.
8. He/she will organize the activities of Long Essays and Final Projects, writing, supervision and reading according to set deadlines and in collaboration with the Director of the ISRF and the Tangaza Administration and organize for graduation of the ISRF students in the different ISRF programmes.
9. The Undergraduate Programme Leader will keep contact with the Library as for provision of books and materials relevant to the ISRF programmes, presenting book orders to the Chief Librarian and attend all Library meetings.

Qualification and Experience

- PhD in Spirituality, Religious Formation or any other relevant field from a recognized institution.
- Minimum of 3 years of higher education experience which should be complemented with research and scholarly record.
- Experience with budget management, faculty and staff development and promoting college and community relations.

Knowledge, Skills and Abilities

- Demonstrated understanding of the College's Mission, Vision and Practices.
- Proficiency in the use of the Microsoft Office Suite.
- Ability to collaborate effectively with faculty, staff, students and the broader educational and professional communities.
- Ability to network with other organizations.
- Innovative and capable of initiating projects.

Applicants should enclose a Letter of Introduction, Curriculum Vitae, copies of relevant certification and three (3) reference letters from recognized persons / institutions by 10th November 2023 indicating your daytime contacts.

The Human Resource and Administration Manager
Tangaza University College
P.O. BOX 15055-00509
NAIROBI
E-mail to vacancies@tangaza.ac.ke

Tangaza University college is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description. Please indicate the position applied as subject of the email.