



# THE TECHNICAL UNIVERSITY OF KENYA VACANCIES FOR PROFESSIONAL PRACTICE FELLOWS

## JOB DESCRIPTIONS

### 1. JOB TITLE: Professional Teaching Fellow (SCALE 11)

Shall support teaching or training by carrying out tutoring and related administration under the supervision of a senior academic staff member, who shall be responsible for course design and delivery. This position shall be on **TWO (2) year contract, renewable upon proof of progression in the requisite professional or academic field.**

#### DUTIES AND FUNCTIONS

- Support teaching across a range of engineering disciplines, at under-graduate level. This shall include; preparation, conducting tutorials, assessment and administration duties.
- Contribute to Department's academic goals, where appropriate.

#### KEY TASKS

##### *Facilitate Learning*

- Facilitate learning by conducting demonstrations, tutorials or workshops in relation to professional training;
- Prepare own learning material for students including the production of hand-outs, photocopying and preparation of lesson materials.

##### *Assessment*

- Assist with assessments by contributing questions or practical exercises,
- Provide within-course assessment and feedback to students on progress. Assessments may be; in class, out of class, or in a practical/professional setting,
- Assist in marking and assessment reporting in accordance with University guidelines.

##### *Administration*

- Prepare class/practical material,
- Ensure administrative processes are completed in a timely and efficient fashion,
- Fulfil compliance and reporting requirements.
- Carry out any other duties as assigned by the Chairman of Department, Director of School or Dean of Faculty or designated supervisor, that reasonably fall within the broad parameters of the position or as an employee of the University

##### *Service to the University and the community and collegiality within the Department/School*

- Undertake coordination duties within the Department,
- Demonstrate and foster collegiality within the Department/School,
- Participate in quality assurance activities,
- Contribute to external academic and professional activities,
- Contribute to continuing education in the professional field.

#### QUALIFICATIONS

- Bachelor's degree minimum,
- Full professional qualification and certification,
- At least THREE (3) years' experience in the relevant field
- Effective written and verbal communication skills,

- Aptitude for effective teaching at University level,
- Evidence of pursuit of postgraduate studies will be an added advantage,

## **CHARACTER**

- Honest,
- Well organised,
- Ability to effectively work independently and as a member of a team,
- Ability to maintain a professional approach with both staff and students while under pressure,
- Ability to work well with students and staff from differing academic backgrounds.

## **2. JOB TITLE: Professional Practice Fellow (SCALE 12)**

Shall support teaching or training in a professionally-based area. An expectation of the role is the maintenance of professional expertise through professional development and working within the area of professional expertise. Duties shall be carried out under the supervision of a senior academic colleague who shall be responsible for programme/course design and delivery. This position shall be on **Permanent and Pensionable terms or Three (3) year contract, renewable upon proof of progression in the professional field.**

## **DUTIES AND FUNCTIONS**

- Support teaching across a range of professional disciplines including; preparation, assessment, teaching and paper administration duties, under the supervision of the senior academic colleague,
- Carry out administration responsibilities,
- Contribute to Department's academic goals by applying and sharing expert knowledge in the professional discipline.

## **KEY TASKS**

### ***Facilitate Learning***

- Support full development of professional skills in students;
- Facilitate learning by conducting demonstrations, tutorials or workshops in relation to professional training,
- Prepare learning material for students including; the production of hand-outs, photocopies and other lesson materials.

### ***Assessment***

- Assist with assessment by contributing questions or practical exercises within the area of speciality;
- Conduct continuous assessment and provide feedback to students on progress towards professional competence. Assessment may be; in class, out of class, or in a practical/professional setting,
- Ensure all marking and assessment reporting is completed within the University's timeframes and guidelines;
- Record and report results accurately in accordance with University processes.

### ***Professional practice and scholarly activities***

- Maintain own practice of the profession, demonstrating knowledge of technical developments and involvement with professional organisations relating to the practice,
- Maintain an awareness of research developments in the field,
- Assist other academic staff in the development of their own research programmes by bringing a practice perspective, appropriate involvement in research projects, and active participation in departmental research meetings.

### ***Service to the University and the community and collegiality within the Department/School***

- Undertake administrative roles within the University,
- Demonstrate and foster collegiality within the Department/School,
- Participate in quality assurance activities,
- Contribute to external academic and professional activities,
- Contribute to continuing education in the professional field.

### ***Administration***

- Ensure administrative processes are completed in a timely and efficient fashion in accordance with University policy and practice,
- Fulfil any compliance and reporting requirements,

- Prepare class /learning material.
- Carry out any other duties as assigned by the Chairman of Department, Director of School or Dean of Faculty or designated supervisor, that reasonably fall within the broad parameters of the position or as an employee of the University.

### **QUALIFICATIONS**

- A Master's degree in the relevant field
- Full professional qualification and certification,
- At least SIX (6) years' experience in the relevant field.
- Evidence of professional practice supported by extensive practice portfolios and or project reports,
- Effective written and verbal communication skills,
- Aptitude for effective teaching at University level,

### **CHARACTER**

- Honest
- Well organised,
- Ability to effectively work independently and as a member of a team,
- Ability to work well with students and staff from differing academic backgrounds and at all academic levels.

### **3. JOB TITLE: Senior Professional Practice Fellow (SCALE 13)**

Shall support teaching or training in a professionally-based area. An expectation of the role is the maintenance of professional expertise through professional development and working within the area of professional expertise. Duties shall be carried out under the supervision of a senior academic colleague who shall be responsible for the programme/course design and delivery. This position shall be on **permanent and pensionable terms** or a **Three (3) year (renewable) contract**.

### **DUTIES AND FUNCTIONS**

- Support teaching across a range of professional disciplines including, preparation, assessment, teaching and paper administration duties,
- Carry out administration responsibilities,
- Contribute to the Department's academic goals by applying and sharing expert knowledge in a professional discipline.

### **KEY TASKS**

#### ***Facilitate Learning***

- Support full development of professional skills in students,
- Facilitate learning by conducting demonstrations, tutorials or workshops in relation to professional training,
- Prepare learning material for students including; the production of hand-outs, photocopies and other lesson materials.

#### ***Assessment***

- Assist with assessments by contributing questions or practical exercises within the area of speciality;
- Conduct continuous assessment and provide feedback to students on progress towards professional competence. Assessment may be; in class, out of class, or in a practical/professional setting,
- Ensure all marking and assessment reporting is completed within the University's timeframes and guidelines;
- Record and report results accurately in accordance with University processes.

#### ***Professional practice and scholarly activities***

- Maintain own practice of the profession, demonstrating knowledge of technical developments and involvement with professional organisations relating to the practice,
- Maintain an awareness of research developments in the field,
- Assist other academic staff in the development of their own research programmes by bringing a practice perspective, appropriate involvement in research projects, and active participation in departmental research meetings.

#### ***Service to the University and the community and collegiality within the Department/School***

- Undertake management / leadership roles within the University,

- Demonstrate and foster collegiality within the Department/School,
- Participate in quality assurance activities,
- Contribute to external academic and professional activities,
- Contribute to continuing education in the professional field.

#### ***Administration***

- Ensure administrative processes are completed in a timely and efficient fashion in accordance with university regulations;
- Ensure all marking and assessment reporting is completed within the University's timeframes and guidelines;
- Fulfil any compliance and reporting requirements; and
- Prepare class / learning material.
- Carry out any other duties as assigned by the Chairman of Department, Director of School or Dean of Faculty or designated supervisor, that reasonably fall within the broad parameters of the position or as an employee of the University.

#### **QUALIFICATIONS**

- A Masters' degree and a Bachelors' degree in the relevant field,
- Full professional qualification and certification,
- At least NINE (9) years' relevant experience,
- Evidence of professional practice supported by extensive practice portfolios and or project reports,
- Effective written and verbal communication skills,
- Aptitude for effective teaching at University level,

#### **CHARACTER**

- Honest
- Well organised,
- Ability to effectively work independently and as a member of a team,
- Evidence of an ability to work well with students and staff from differing academic and cultural backgrounds and at all levels of the institution.