

**MINISTRY OF JUSTICE
JOB DESCRIPTION**

Job Title: Lecturer

Division: Justice Training Institute/Court Reporting School

Report to: Programme Co-ordinator

Location: 4 Camp Road

Job Purpose: Under the general direction of the Programme Coordinator, the Lecturer is responsible for instructing and evaluating students' performance in area of Specialization and undertaking associated administrative duties.

Key Outputs

- ❖ Reports
- ❖ Course evaluations
- ❖ Lesson plan
- ❖ Exam results
- ❖ Students performance

KEY RESPONSIBLITY AREAS

Administrative Responsibilities

- ❖ Assist with reviewing and planning new programmes for the institution.
- ❖ Maintain record of students' attendance and grades and ensure the integrity of confidential data.
- ❖ Maintain adequate supply of training materials and ensure timely requisition of equipment. Ensure equipment is properly used and returned in good condition.
- ❖ Prepare and submit students progress reports and any other special reports.

Technical/Professional Responsibilities

- ❖ Prepare and deliver training sessions as timetabled, developing and utilizing appropriate instructional materials, techniques, teaching/learning strategies, and approaches to enhance students' competencies in related area.
- ❖ Prepare and administer internal tests/examinations, maintain records of students' achievement and submit reports.
- ❖ Prepare and distribute course outline and schedule of delivery to students.
- ❖ Prepare instructional and assessment material for special programmes.
- ❖ Prepare marking scheme for examinations.
- ❖ Supervise/evaluate students on teaching practice and practicum.
- ❖ Assist with the counselling of students and provide guidance and assistance to them as required.
- ❖ Mark and grade tests and examinations.
- ❖ Manage classroom environment.

Performance Standards

- ❖ Classroom environment is conducive to teaching and learning.
- ❖ Lessons are effectively delivered.
- ❖ Professional requirements and established quality standards of programmes are maintained.
- ❖ Key deliverables are produced within agreed timeframe to required standards
- ❖ Students' performances are of required standards.
- ❖ Confidentiality and integrity are maintained.

Other Duties

- ❖ Participate in special groups/committees.
- ❖ Conduct research activities for personal development
- ❖ Perform other related duties that may be assigned.

Key Competencies

- ❖ Effective communication and interpersonal skills.
- ❖ Good planning, organizing skills
- ❖ Demonstrated knowledge and expertise in technical specialist area and teaching methodologies.
- ❖ Proficiency in the use of relevant computer programmes.
- ❖ Ability to consistently demonstrate integrity and sound business ethics in the execution of duties.
- ❖ Working knowledge of the Institution's programmes and operations

Minimum Qualifications & Experience

- ❖ Under graduate degree or equivalent in area of specialization.
- ❖ At least three years teaching/lecturing experience preferably at the post-secondary level.

Special Conditions Associated with Job

- ❖ Typical working conditions relevant to the nature of the job