



National University of Vanuatu

Job Description and Specification



Job Title	CRHA Faculty – Part-Time – Curriculum Development
Reporting To	CRHA Program Coordinator
Job Purpose	Effectively design curriculum for specific courses within the CRHA program
Position Summary	To carry out curriculum design for specific courses within the CRHA program, following established curriculum design template and model
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none">1. <i>Become fully familiar with:</i><ul style="list-style-type: none">- NUV's mission, structure, and HR regulations- NUV's CRHA program- Established curriculum design template and model2. <i>Develop curriculum for the specific CRHA course:</i><ul style="list-style-type: none">- Develop detailed curriculum for the course, including:<ul style="list-style-type: none">➤ Detailed lecture notes for each session➤ Detailed power point slides➤ Detailed list of supplemental sources, research articles, online course materials, videos, and other support material➤ Detailed assessment tools, including writing assignments, research assignments, quizzes and tests- Develop engaging and constructive teaching tools and methods, appropriate for the student population in that course (traditional age students, mature students, etc.), keeping in mind NUV's commitment to culturally relevant and inclusive education- Ensure all developed curriculum meets VQA standards for level 6- Ensure curriculum materials is appropriate for both face to face and online delivery- Consult with other experts in the field for review and development- Consult regularly with the CRHA course coordinator to ensure consistency with program and NUV goals and standards3. Ensure all materials are delivered by the deadline arranged with CRHA Coordinator
Critical Competencies	<ol style="list-style-type: none">1. <i>Work in a professional manner</i>, with occupational knowledge at level 2 and accountability and adaptability at level 22. <i>Strive for excellence</i>, with communication, inclusiveness and teamwork at level 33. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus at level 2
Qualifications	Minimum of a Master's Degree in a relevant area; Ph.D. preferred Professional experience in a relevant area Professional experience in curriculum development
Special Skills	<ul style="list-style-type: none">➤ In-depth theoretical, research, and professional applied knowledge of the area covered in the course➤ Cultural understanding of Vanuatu and the Pacific➤ Excellent written and verbal communication skills

Required Experience	<ul style="list-style-type: none"> ➤ Teaching experience at the University level preferred ➤ Professional experience in the course area – 5 years ➤ Curriculum development experience
Language	Fluency in either English or French – bilingual preferred
Terms and Conditions of Employment	<p>Appointment is for a specific course only</p> <p>The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language, or disability.</p>
Selection Methods	Application, interview, teaching demonstration, submission of relevant work samples
Application	Apply before July 10 2023, at 5 pm by sending a cover letter, CV, curriculum samples and/or evidence of teaching experience to crha@univ.edu.vu



National University of Vanuatu

Job Description and Specification



Job Title	CRHA Faculty – Part-Time
Reporting To	CRHA Program Coordinator
Job Purpose	Effectively deliver specific courses within the CRHA program
Position Summary	To deliver specific courses within the CRHA program, following and adding to established CRHA curriculum
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none"><i>Become fully familiar with:</i><ul style="list-style-type: none">- NUV's mission, structure, and HR regulations- NUV's CRHA program- Established curriculum for the specific course<i>Deliver the specific course:</i><ul style="list-style-type: none">- Thoroughly prepare for course delivery- Develop engaging and constructive teaching tools and methods, appropriate for the student population in that course (traditional age students, mature students, etc.)- Ensure effective course delivery- – 45 direct contact class hours total- Schedule and be available for student office hours – minimum of 2 hours per week- Identify and invite relevant guest speakers – 2 paid speakers per course, additional speakers as available- Implement assessment of students- Consult with course coordinator throughout the course delivery on curriculum content, effective delivery, evaluation of teaching strategies, and other relevant issues- Effectively incorporate the NUV's strategic commitment to inclusion into teaching strategies- Collaborate with NUV technical staff on class session videotaping
Critical Competencies	<ol style="list-style-type: none"><i>Work in a professional manner</i>, with occupational knowledge at level 2 and accountability and adaptability at level 2<i>Strive for excellence</i>, with communication, inclusiveness and teamwork at level 3<i>Contribute to the NUV</i>, with innovation, leadership and quality focus at level 2
Qualifications	Minimum of a Master's Degree in a relevant area; Ph.D. preferred Professional experience in a relevant area
Special Skills	<ul style="list-style-type: none">➤ In-depth theoretical, research, and professional applied knowledge of the area covered in the course➤ Cultural understanding of Vanuatu and the Pacific➤ Excellent written and verbal communication skills➤ Excellent presentation skills
Required Experience	<ul style="list-style-type: none">➤ Teaching experience at the University level preferred➤ Professional experience in the course area – 5 years

Language

Fluency in either English or French – bilingual preferred

**Terms and
Conditions of
Employment**

Appointment is for a single term only

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**Selection
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Application, interview, teaching demonstration