



National University of Vanuatu

Job Description and Specification



Job Title	English Lecturer – Part-Time
Reporting To	Director of the Language Centre
Job Purpose	Strengthen English proficiency and apply it to respective training
Position Summary	Teaching English, assessing and evaluating students, supporting students in their academic journey
Key Responsibilities – Detailed Listing	<ul style="list-style-type: none">• Provide in-person classroom instruction per contracted dates and times (15 contact hours per semester).• Create syllabi, lesson plans, assessment and reflections according to NUV requirements.• Follow NUV policies (or NUV partner universities) for student attendance, grading, and assessment.• Assess students according to the Program's requirement.• Attend meetings for lesson evaluation, planning sessions, and other required faculty meetings.• Take part in NUV proctoring and grading language placement test process.• Evaluate and communicate student progress throughout the course.• Advise students who are struggling or having problems succeeding in class.• Cooperate and collaborate with the Program coordinator, Director of Language Center, Bilingual Lecturer, other NUV staff.• Comply with and participate to NUV Language Centre's activities and if needed, incorporate them in the course's program.
Critical Competencies	<ul style="list-style-type: none">• Good level degree in this subject or another directly related subject or a suitable Post Graduate qualification 3 A-Levels, IB or equivalent.• Thorough knowledge of the material covered in the Curriculum of this subject.
Qualifications	<ul style="list-style-type: none">• Bachelor's degree or similar certification in a relevant field (English, English literature, English as a Second Language, English as a Foreign Language, Education).• Teaching certification is an asset.• Good knowledge of the current curriculum in Year 12, 13 is an asset.
Special Skills	<ul style="list-style-type: none">• Remain current on new developments and trends in the field of FLE, FLS.
Required Experience	<ul style="list-style-type: none">• Some experience teaching/tutoring at Year 12, 13 or at university level.• Strong English written and oral communication skills and ability to guide students' understanding.
Language	Fluency in English– bilingual in English preferred. Knowledge of Bislama is an advantage.

**Terms and
Conditions of
Employment**

Salary for a one course 75 000VT

The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in 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.

**Selection
Methods**

Apply before August 20th by sending a cover letter and CV to
centredelanguages@univ.edu.vu