



CAREER OPPORTUNITY

KCA University is a dynamic private Business and Technology University committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following positions;

TUTORIAL FELLOW IN INFORMATION TECHNOLOGY/INFORMATION SYSTEMS (5 POSITIONS)

JOB OBJECTIVE

To facilitate learning in the University to the highest quality through teaching, administration and academic advisory work and ensure an outstanding student learning experience.

DUTIES AND RESPONSIBILITIES:

- Teach and facilitate learning at the undergraduate level through seminars, workshops, tutorials, and other learning situations as assigned by Chair of Department from time to time.
- Participate in developing, administering, and marking exam assignments and continuous assessment tests.
- Assist in developing learning materials, preparing schemes of work and maintaining records to monitor student progress, Achievement and attendance.
- Provide advice, guidance and feedback to students to support their academic progress and refer students to support services appropriately.
- Contribute to the development, planning and implementation of high-quality curriculum.
- Participate in the supervision and assist undergraduate students in their research work.
- Carry out research and produce publications as well as other research outputs that are in line with personal objectives agreed upon in the performance evaluation planning.
- Participate in writing of research proposals and applying for research grants.
- Contribute and participate in developing the department and faculty seminars to share research outcomes and build interdisciplinary collaboration within and outside the department.
- Provide pastoral care to students through academic advising and counselling.
- Contribute to departmental, faculty and/or University-wide working groups or committees as when requested to do so.
- Undertake continuous professional development and participate in staff development and training activities to update and enhance skills.

- Maintain proper records of students' examinations, assignments, and continuous assessment tests and ensure they are keyed to the examination records management system on time.
- Attend departmental, Faculty and University-wide meetings with other staff members.
- Any other duties as may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Be a registered student for a Doctor of Philosophy (PhD) Degree in Information Systems/Information Technology or a relevant field from an accredited and recognized University.
- Have a Masters degree in Information Systems/Information Technology or a relevant field from an accredited and recognized University.
- Have a Bachelor's degree in Information Systems/Information Technology or a relevant field from an accredited and recognized University.
- Be registered or registerable with the relevant professional body (where applicable).

OTHER SKILLS AND COMPETENCIES

- Strong verbal and written communication skills
- Excellent presentation skills
- Excellent research skills
- Critical thinking skills
- Time management skills and attention to detail

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV, academic certificates and three references via the linked form <https://forms.gle/5ohqPu7ahS3J3oTq7> 5th July 2024.

Only shortlisted candidates will be contacted.

The subject of your email should read: **TUTORIAL FELLOW IN INFORMATION TECHNOLOGY/ INFORMATION SYSTEMS.**

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