

Recruitment of

Academic Coordinator and Course Facilitator

**POSITION SUMMARY:**

As an academic coordinator and course facilitator, you will coordinate administration and delivery of courses, and teach in selected courses offered in the English Language Centre and Continuing Education Unit.

**POSITION DETAILS:**

Job Title: Academic Coordinator and Course Facilitator

Directorate: TaLQASE: Teaching and Learning, Quality, Accreditation, and Specialised Education

Reports to: Director: TaLQASE

Type of Employment: Full-time

Location: Remote (online)

# PERSON SPECIFICATION

1. **Qualification**
* Relevant Bachelor’s degree in Education, Linguistics or Applied Linguistics is essential with a TESOL/TEFL/CELTA qualification; a postgraduate degree is preferred.
1. **Experience**
* Proven record in academic, student service, and administrative roles.
* Five years of teaching/facilitation experience (including online learning).
* Familiarity with ESL networks and teaching frameworks.
* Familiarity with working with educational policies.
* Familiarity with online learning management systems (Moodle).
* Familiarity with continuing education and professional development.
1. **Skills & Competencies**
* ESL/EFL teaching and assessing competencies.
* Advanced computer literacy.
* Excellent oral, interpersonal, and written skills in English.
* Problem-solving capabilities.
* Capacity to work in a challenging environment.
* Capacity to work under pressure.
* Critical thinking skills.
* Ability to collaborate effectively with various departments and cross-functional teams.

# JOB PROFILE AND DUTIES

# Global duties

* Coordinate the English Language Centre and Continuing Education Unit
* Design, administer and coordinate English Language Placement tests
* Develop and facilitate English as a Second Language (ESL) and English for Academic Purposes courses
* Formulate policies and practices, engage with accreditation authorities and professional bodies for short course accreditation/recognition
* Liaise with IOU departments for short course formulation, registration and offering