



*Education for Building the community*

P.O. Box 11954 MWANZA, TANZANIA, UHURU ROAD, FURAHU PLAZA BUILDING, BANDA STREET

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## **VACANCY ANNOUNCEMENT**

Wesley College is a new educational venture that is being built from the ground up, not looking at traditional education models, but the specific educational needs in Tanzania and what type of higher education institute would have the ability to address those educational needs. Wesley College will use experiential, project-based learning to help prepare students to be job ready professionals. The College is registered under NACTE (REG NO: **BTP/087**).

### **JOB DESCRIPTION FOR H.O.D COMMUNITY DEVELOPMENT ORGANIZATIONAL LEADERSHIP DEPARTMENT**

**LOCATION:** Mwanza, Tanzania

**JOB TYPE:** Full Time

**POSITION TITLE:** H.O.D

**SUPERVISOR:** Deputy principal of Academics

**DIRECT REPORTS:** Deputy principal of Academics, HR.

**JOB SUMMARY:** To oversee the curriculum and academic standards of the department, oversee tutors within the department, and be responsible for the creation and implementation of a department specific strategic plan for the growth and development of the Department Community Development and Organizational Leadership within Wesley College.

#### **RESPONSIBILITIES:**

- i. Ensure quality curriculum is prepared for use within the department that meets academic standards, NACTE requirements, and contextual, practical needs of students.
- ii. Review and approve lessons plan of all lectures and professors, both full-time and parttime.
- iii. Create and oversee a quality control plan for all tutors and markers within the department.

- iv. Attend all chapel services at Wesley College excepting a valid reason to be absent.
- v. Attend all staff meetings for Wesley College.
- vi. Chair regular staff meetings for the department.
- ii. Fulfill recruitment duties as assigned including, but not limited to, recruitment events, speaking at schools, etc.
- iii. Provide and utilize criteria for the selection of full and part time professors as needed.
- ix. Provide and utilize criteria for the evaluation of all lecturers and professors, full and part time.
- x. Ensure the development and implementation of a strategic plan for growth and improvement for the department.
- xi. Ensure follow up evaluation of the effectiveness of graduates from the department.

#### **MINIMUM REQUIREMENTS**

- I. Holder of at least a Bachelor degree in Community Development studies or sociology.
- II. 2 years of teaching experience in recognized academic institutions by NACTEVET.

#### **PREFERRED REQUIREMENTS**

- I. Fluent in both Swahili and English Language.
- II. More than two years of teaching experience in recognized academic institutions by NACTEVET.
- III. Experience at an institute of higher learning or training institute.
- IV. Masters degree in community development studies or sociology
- V. Computer Literacy

#### **DEADLINE FOR APPLICATION**

**All Applications must be submitted for short listing before 31<sup>st</sup> December 2023.**

**Applications for the above post must be submitted to the following address: [secretary@wesleycollegegetz.com](mailto:secretary@wesleycollegegetz.com) or Applicants can submit their applications physically to the secretary office at Wesley college.**