

## VACANCY NOTICE 07/2016

### ADVERTISEMENT

#### **A.U.K Training and Development Institute Part Time vacancy Leadership & Management Courses Instructor**

A.U.K Training and Development Institute is seeking a well-qualified, experienced, dynamic, and engaging instructor who has a strong interest in teaching/tutoring a **Leadership & Management Course**. The position requires professionals who can demonstrate strong work ethics and candidates who find teaching to be of interest to them. Preference is given to candidates with a flexible schedule and those who are willing to adapt upon request. All contracts are signed on a short-term base and compensation is hourly based.

#### **Qualifications**

Minimum qualifications:

- MBA/MA degree (or equivalent) in Management /Leadership Management
- Prior experience of teaching/tutoring (references an advantage)
- Prior experience in Management and Leadership consultancy
- Proved experience in creating a dynamic and interactive classroom experience
- Other preferred qualifications
- Experience in training and consulting local and international companies

#### **Job responsibilities and expectations**

Candidates are expected to:

- Be energetic and engaging
- Have excellent presentation skills
- Moderate meaningful classroom discussions to generate critical academic thinking
- Prepare lesson plans according to syllabus
- Maintain a classroom atmosphere free of any form of discrimination toward gender, race, ethnicity, ability or sexual preference.
- Maintain accurate record for daily attendance and student performance
- Test, evaluate and provide – feedback to students regarding their academic performance and goals
- Attend staff meetings and in-house workshops; i.e. participate in ongoing teacher training programs
- Partner with A.U.K – TDI staff to consult on best teaching practices
- Become familiar with and adhere to RIT Kosovo A.U.K- TDI policies and procedures

#### **How to apply:**

Candidates can apply electronically at [jgashi@auk.org](mailto:jgashi@auk.org). The application should contain the following:

- Diploma, official certification, certificates, reference letters
- CV or resume (candidates are encouraged to submit a CV)
- Cover letter to explain how your qualifications, experience, and your professional portfolio fit the job profile and expectations

Application materials will be considered on a rolling basis. Applications submitted before August 5<sup>th</sup>, 2016, will be given full consideration. For more information please contact us at 038 608 608 ext. 608 | 049 774 110.