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**VACANCY ANNOUNCEMENT**

**CURRICULUM DEVELOPMENT AND TEACHING EVALUATION SPECIALIST**

The Kamuzu University of Health Sciences (KUHeS) is a comprehensive health and allied sciences higher learning institution established with the primary function of training health workers under one roof in order to promote inter-profession collaboration, team building and team work from early days of training.

The University is inviting applications from suitably qualified Malawians to fill the position of **Curriculum Development and Teaching Evaluation (CDTE) Specialist** tenable in the Teaching and Learning Development Centre (TLDC).

**Job Summary**

The CDTE Specialist is in the category of academic staff and the post holder will be responsible for providing leadership in the area of Curriculum Development and Evaluation of Teaching. This includes the planning, development and production of curriculum materials, processes and best practices that are evaluated and acknowledged to be highly effective in improving student outcomes.

The CDTE Specialist will be reporting to the Director of TLDC and will be expected to liaise with heads of various sections within KUHeS and external stakeholders. The successful candidate will be offered a two-year contract, which will be subject to renewal based on performance.

**Key Duties and Responsibilities**

1. Supporting the development and communication of a curricular vision that emphasizes collaboration, critical thinking, integrity, compassion, creativity and the modern workplace;
2. Supporting the process of establishing outcomes and competency-based curriculum and instruction aligned with a programmatic vision, institutional quality standards and appropriate to students;
3. Teaching faculty and postgraduate students regarding curricula theory, development, review and implementation, the development of syllabi, pedagogy and assessment.
4. Conducting research into evaluation of teaching and curricular processes and design;
5. Participate in quality assurance processes of all KUHeS curriculum documents;
6. Supporting the Academic Program Development and Review process;
7. Providing curriculum and instruction expertise to institutional initiatives and special projects;
8. Generating appropriate models for curriculum evaluation with particular emphasis on ensuring relevance, adequacy and effectiveness;
9. Promoting and coordinating timely and relevant student evaluation of teaching (SET), peer review and self-assessment by lecturers;
10. Contribute to other TLDC activities as prescribed by Director TLDC from time to time.

**Minimum Requirements and Qualifications**

The applicants must have the following:

* Master’s degree in Education or its equivalent obtained from a reputable and accredited University;
* 5 years’ experience in teaching at University level, and in curriculum development
* Demonstrable ability to teach and conduct credible research;
* Strong communication and computer skills.

**Application Procedure**

Applicants meeting the requirements above should submit applications including: certified copies of certificates, diplomas, and degrees; and detailed CV with names, emails and contacts of 3 traceable professional referees to:

The Registrar

Kamuzu University of Health Sciences

Private Bag 360

Chichiri

Blantyre 3

### or via e-mail to: [recruitment@kuhes.ac.mw](mailto:recruitment@kuhes.ac.mw)

Applicants must indicate the title of the post on the envelope for hard copy applications and on the subject line for email applications.

Applications should be submitted not later than **18th March 2023.** Only short-listed applicants will be contacted.