

SCHOOL OF BUSINESS AND MANAGEMENT

Part- Time Lecturers – Business and Management

1. **Post Graduate Diploma (Level 7 and 8)**
2. **Pre College and Undergraduate Diplomas Levels (2, 3, 4, 5, 6)**

Job Description

Ideal Candidate Profile

As an experienced or aspiring, lecturer, you are a practitioner with hands-on skills and bring domain competencies. You offer experience, personal management skills, subject matter expertise, and best practices to provide rich and authentic learning experiences.

1. **Specific Requirements: Post Graduate (Level 7 and 8) Diplomas in Strategic Management and Leadership**

You will be an industry practitioner with a professional doctorate or equivalent in the subject matter with least two (2) years teaching or research experience at a tertiary level

2. **Academic Requirements: Levels 4, 5 and 6 Diplomas in Business and Management**

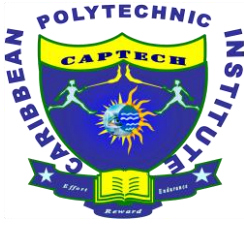
You will be an industry practitioner with a Master's Degree or equivalent in the subject matter with least two (2) years teaching or research experience at a tertiary level

3. **Academic Requirements: Levels 3 Diploma in Business and Management**

You will be an industry practitioner with a Bachelor's Degree or equivalent in the subject matter with least two (2) years teaching experience.

General Requirements

- Experience** - You will be an industry practitioner with:
 - the capability to transfer knowledge/concepts relating to the learning outcomes in a way that is easy to understand
 - the capability to mentor and support learners around the programme activity schedule, synchronously or asynchronously to help learner's complete cognitive and performance activities that count to the learners' overall assessment.
 - capability to transfer knowledge including practical skills, methods and techniques.
 - ensure that teaching design and delivery and assessment comply with the quality and educational standards and regulations of the department.



- Personal Management Skills** - You will have excellent English language, computer and information literacy skills.
- Subject Matter Expertise** - You will have subject matter expertise in one or more of the following levels of learning and proficiency:

Level 3

- An Introduction to the Business Environment
- Business Resources
- An Introduction to Marketing
- Human Resource Management
- Business Communication
- Understanding Health and Safety in the Business Workplace

Level 4

- Communications in Organisations
- Leadership and the Organisation
- Financial Awareness
- Managing Change
- Business Operations
- Developing Teams

Level 5

- Responding to the Changing Business Environment
- Effective Decision Making
- Business Development
- Business Models and Growing Organisations
- Customer Management
- Risk Management and Organisations

Level 6

- Management Control
- Management of Sales force
- Strategic Marketing Management
- Business Law
- Research Project including Research Methods



Level 7

- Strategic Management
- Strategic Leadership
- Strategic Human Resource Management
- Advanced Business Research Methods
- Strategic Financial Management
- Supply Chain and Operations Management
- Entrepreneurship and Innovation
- Globalisation and Corporate Governance
- Strategic Change Management
- Strategic Marketing
- Management of Quality

Level 8

- Leadership Qualities and Practice
- Personal Leadership Development as a Strategic Manager
- Strategy Development in Cross Border and Global Organisations
- Strategic Planning in Cross Border and Global Organisations
- Strategic Direction in Cross Border and Global Organisations
- Strategic Communication
- Culture and its Impact on Strategy
- Research Methods

- **Key Performance Areas** – teaching and learning, curriculum development, research and publication
- **Best Practices.** You will be familiar with the best practices, methods and techniques, as well as the ability to mentor the learner to apply these best practices, methods and techniques to real-world projects and/or to simulated projects.
- **Remuneration.** Excellent hourly rates are offered, with rates commensurate with experience.

Application process:

- To apply, please e-mail (recruitment@captech.edu.jm) your resume and all other relevant documentation to Staff Recruitment and Selection, Caribbean Polytechnic Institute, 22B Old Hope Road, Kingston 5