



National University of Vanuatu

Job Description and Specification



Job Title	English Lecturer – Part-Time Year 1 and 2 of the Bachelor in Tourism and Hospitality
Reporting To	Bachelor in Tourism and Hospitality Academic Coordinator Director of the Language Center
Job Purpose	Strengthen English proficiency and apply it to learners in tourism and other sectors
Position Summary	Teaching English, assessing and evaluating students, supporting students in their academic journey
Key Responsibilities – Detailed Listing	<ul style="list-style-type: none">• Provide in-person classroom instruction per contracted dates and times.• Collaborate to develop syllabi and daily lesson plans that follow the established curriculum.• Create syllabi, lesson plans, and reflections according to NUV requirements and include a Tourism focus.• Follow NUV policies for student attendance, grading, and assessment.• Attend meetings for lesson evaluation, planning sessions, and other required faculty meetings.• Dedicate time to the evaluation of learners as well as the curriculum and program, administering assessment tools as needed.• Evaluate and communicate student progress throughout the course to students.• Advise students who are struggling or having problems succeeding in class.• Cooperate and collaborate with the Program coordinator, Director of Language Center, Faculty Assistant, NUV colleagues, and other NUV staff.• Report directly to the Program Academic coordinator and the Director of the language center.
Critical Competencies	<ul style="list-style-type: none">• Good level degree in this subject or another directly related subject or a suitable Post Graduate qualification 3 A-Levels, IB or equivalent• Thorough knowledge of the material covered in the Curriculum of this subject
Qualifications	<ul style="list-style-type: none">• Master or Bachelor’s degree with proven experience or similar certification in a relevant field (English, English literature, English as a Second Language, English as a Foreign Language)• Teaching certification is essential• Good knowledge of the current curriculum in Years 12, 13, 14 is necessary
Special Skills	<ul style="list-style-type: none">• Participate in the assessment of the effectiveness of existing program design, curricula, and materials and make recommendations for necessary adjustments.• Demonstrate good knowledge on new developments and trends in the field of ESL, EFL.• Being familiar with the tourism sector is an asset
Required Experience	<ul style="list-style-type: none">• Proven teaching experience at Years 12, 13, 14 or teaching/tutorial support at university level is essential• Strong English written and oral communication skills with ability to guide English and French-speaking students' understanding is important

	<ul style="list-style-type: none"> • Ability to orally translate tourism-related terms and expressions in English and French for students' learning is important
Languages	<p>Fluency in English with communication skills in French is essential – bilingual in English and French preferred. Knowledge of bislama is an advantage.</p>
Terms and Conditions of Employment	<p>Course Year 1 of the Bachelor: 48 hours per year divided in two semesters Course Year 2 of the Bachelor: 48 hours per year divided in two semesters Package salary for one course: 220,000 VT</p> <p>The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language or disability.</p>
Selection Methods	<p>Apply before 4 April 2023 at 5 pm by sending a cover letter, CV, curriculum samples and/or evidence of teaching experience to centredelanguages@univ.edu.vu copy at apply@univ.edu.vu</p>