

## **Terms of Reference for National Associate Lecturer**

### **Terms of Reference drawn as per the Condition of Service 2018 and Position Directory 2018**

#### **Associate Lecturer (Demonstrator)**

##### **Teaching**

1. Contribute to elements of teaching within clear and established programs as conducting tutorial classes or team teaching with a senior academic;
2. Support learners and /or supervise class activities in specific areas of activity according to established procedures such as language lab or practical work;
3. Monitor student progress and provide feedback;
4. Assist with the administration and support in the marking of assessments;
5. Assist senior academics with the preparation of module/program materials;
6. Prepare lesson plans and teach full modules by at least the second year at this level. However, they may teach diploma programmes immediately; Clinical Services
7. Manage the OPD, indoors, and community clinical services in the respective departments;
8. Provide guidance to the clinical employees in the departments;
9. Promote and practice evidence-based medicines;
10. Provide technical and expert services to the relevant agencies;
11. Promote coordination among various departments;
12. Conduct grand rounds;
13. Conduct, coordinate, and participate in seminars, journal clubs, and other relevant professional development activities.

##### **Research**

1. Assist academics and researchers in planning and implementing experiments, conducting interviews, administering surveys, or coordinating focus group discussions;
2. Search for scholarly literature relevant to the research project, searching the library, copying articles, ordering additional articles and books, and formulating a bibliography;
3. Contribute to data analysis (on quantitative data or on quantitatively coded qualitative data);
4. Contribute to the designing and development of research projects for the generation of research funds;
5. Assist academics or researchers in preparing presentations about research project results for conferences, academic discourse, and research presentations
6. Help academics and researchers in the preparation of manuscripts such as general layout, proofreading for editorials, binding and compiling of materials, etc., for submission to academic and scholarly journals or publications;
7. Carry out research with senior academics and researchers and contribute to major publications as co-authors;

##### **Services**

1. Contribute as resource persons, coordinators or organizers for various professional development activities within the Faculty/University as well as for those outside;
2. Participate in developing and promoting a clear vision of the Faculty's/unit's strategic direction;
3. Participate as a team member to support senior colleagues, who have delegated responsibility for specific strands of work/sub-units;
4. Contribute to the running of the University by participating in decision-making and governance including committees or task forces as appropriate, at the Faculty and/or University level;

5. Represent and promote the University externally – nationally and internationally e.g. managing relations with external partners and stakeholders;
6. Coordinate the organization of conferences, seminars, workshops, and/or working with relevant experts in the area of specialization;
7. Provide guidance to other employees and students;
8. Organise and coordinate meetings and discussions related to administrative and managerial issues in respective departments/school/program units;
9. Assist in the preparation and organization of university/Faculty functions;
10. Assist in the organization of community services.
11. Any other roles as assigned by the supervisor.