

Terms of Reference for National Assistant Instructor II/ Assistant Tutor II

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

Assistant Instructor II/ Assistant Tutor II

Teaching

1. Carry out teaching workload in their area of specialization;
2. Conduct practical classes in all levels of programs of their expertise;
3. Assist in designing, developing, and evaluating modules and training materials related to practical classes;
4. Assist in carrying out a needs assessment of training programs;
5. Supervise examinations, projects, and assignments;

Research and Innovation

1. Assist in carrying out research related to the development/improvement of the programs;
2. Support senior academics in research and innovation in the relevant area of their expertise;

Services

1. Carry out administrative works of the department/section as needed;
2. Coordinate and support the conduct of the short-term training programs;
3. Provide services in their areas of expertise as testing of materials, collection of data, surveys, etc.;
4. Participate in different committees, meetings, seminars, and workshops; and
5. Carry out any other responsibilities
6. Any other roles as assigned by the supervisor