

Ministry of Higher Education and Scientific Research
 Kurdistan Technical Institute
 HR Unit



Job Title	Assistant Lecturer	Report line	Department Head
Place of Work	Scientific Department	Job Category	Scientific
Location	KTI Campus	Travel Required	N/ A
Level/Salary Range		Working Days/Hours	Fulltime – 6 days per week and 6hours per day
Job Summary	<p>To support the design, development and production of learning and teaching material and deliver either across a range of modules or within a subject area. Ensure the efficient delivery of teaching programmes in accordance with the institute's strategy, policy and procedures.</p>		
Key Responsibilities	<ul style="list-style-type: none"> • Lecturing min 14 hours per week (According to Recent Ministerial decree), it can reach to 21 hours per week. • Teach as a member of a teaching team within an established program of study. • Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions. • Develop own teaching materials, methods and approaches taking into account established or agreed practices where necessary. • Supervise the work of students, provide advice on study skills and help them with learning problems. • Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students. • Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analyzing feedback. • Supervise student projects under guidance and supervision. • Use e-learning tools and apps to deliver teaching materials which are provided from the institute. • Collaborate with colleagues to identify and respond to students' needs. • Attend and contribute to relevant meetings. • Able to undertake duties at different premises including any institute campus as required. • Expected to work outside of normal office hours as required • Follow the Administrative rules and decree 		

	<ul style="list-style-type: none"> Follow the HR procedure, rules and policies Participate in the committees issued in the institute whenever needed Participate in the exam process such as exam committees, invigilating process Follow the rules and instructions issued by high exam committee Conduct Research on regular basis (at least one paper per academic year) otherwise the contract will be cancelled Conduct Seminars, workshops, symposiums and panels in accordance with QA unit Pass the process of QA including all branches such as student feedback, Continuous Academic Development (CAD) and Teacher Portfolio Reflect on practice and the development of own teaching and learning skills. Manage own teaching, scholarly and administrative activities and supervise students' fieldwork and placements. Plan own day-to day activity within the framework of the agreed program. Coordinate own work and that of others to avoid conflict or duplication of effort. Use teaching resources and facilities as appropriate. Plan and manage own teaching and tutorials. Show consideration to others Act as personal tutor, giving first-line support and mentoring to students Appreciate the needs of individual students and their circumstances. Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Refer students as appropriate to services providing further support. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration. Join appropriate networks to share information and ideas. Must check official communication channels (eg. Email and WhatsApp) regularly
Qualification and Experience	<ul style="list-style-type: none"> Holds Master or Higher degree Hold scientific title or have all the requirement of obtaining scientific title in accordance to rules and instruction from ministry of higher education and scientific research. Hold teaching methodology certificate IELTS 5 or corresponding International English Tests Hold Previous background in the relevant field Hold a very strong academic record and standing

	<ul style="list-style-type: none"> • Hold a very good understanding of the academic disciplines within the department • Good level in Arabic and English.
Skills & Competencies	<ul style="list-style-type: none"> • In-depth knowledge of the discipline being taught, with the ability to communicate complex concepts clearly and effectively. • Ability to design and deliver engaging, student-centered learning experiences using modern pedagogical techniques. • Competence in developing fair and effective assessment tools, grading accurately, and providing constructive feedback. • Proficiency in using educational technology, including Learning Management Systems (LMS), virtual classrooms, and e-learning tools. • Excellent verbal and written communication abilities in a professional academic setting. • Ability to work effectively in multidisciplinary teams and contribute to institutional goals. • Skill in mentoring, advising, and supporting students academically and personally, with a high level of empathy and cultural awareness. • Demonstrated capacity for academic research, including planning, data collection, analysis, and scholarly writing. • Strong organizational and time management skills to balance teaching, research, and administrative responsibilities. • Commitment to personal and professional development through reflective practice, training, and academic inquiry. • Adherence to institutional policies, academic integrity standards, and ethical responsibilities in teaching and research.
	<p>Professional Status</p> <ul style="list-style-type: none"> • Eligible for Associate Fellow status under the ministry of higher education and scientific research Framework
Prepared by	<p>HR Coordinator Shukria Ismael</p>
Reviewed by	<p>QM Director Dr. Rebaz Mala Nabi</p>
Approved by	<p>Dean Asst. Prof Dr. Rebwar Mala Nabi</p>