



JOB DESCRIPTION

Position Title	:	Part-Time Lecturer in Software Development
Department	:	Information of Communication Technology (ICT)
Report to	:	Vice-Dean of ICT
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

The University is seeking a **part-time Lecturer** for the ICT Department. This role supports the ICT Department in the design, development and implementation of IT courses following sound pedagogical principles.

- Support the operation of the ICT Department
- Teach a variety of topics in our information technology programs
- Conduct academic performance assessments, and development of instructional content for course enhancement
- Mentor students on various subjects, including projects
- Evaluation and integration of new technologies and effective instructional strategies.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Participate in the strategic workshop about training contents
- Create training content and develop new topics for projects and exams
- Create pedagogic documents (syllabus, lesson plans...) for each course taught, and support other lecturers in doing so
- Implement the training program
- Suggest areas for improvement
- Create or support the creation of tools to optimize pedagogy and learning experience
- Being the technological representative and ensuring the smooth running of students' studies
- Be the contact on-site for technical questions
- Manage and animate teams of lecturers
- Guide and one on one support for students
- Provide on-site courses
- Animate meetings
- Write reports
- Animate workshops and work sessions
- Assist in the recruitment of lecturers and teaching assistants
- Search, recruit, manage teachers
- Actively contributing in the program reports for the ACC and HED (Higher Education Department)

III. **Minimum Qualifications and Requirements:**

1. **Experience:**

- At least 4 years experiences in Development
- Experience developing and delivering training and effective support materials
- Experience in programming and networking

2. **Education:**

- Bachelor's degree or other relevant degrees.

3. **Skills/Competencies:**

- Linux / Apache / MySQL / PHP
- HTML5 / CSS3 / JavaScript
- Laravel, Python, MEAN, jQuery, JS Framework, Bootstrap, Foundation, etc.
- Mobile development
- Java, C, C++
- Agile Methodology
- Good coding practice
- Strong oral and written skills
- Ability to work independently and as a team
- Demonstrated ability to make independent judgment and work under pressure
- Strong interpersonal skills
- Ability to interact successfully with student body, faculties and administration

4. **Personal Qualities**

- Honesty, Integrity, Enthusiasm, Creativity, and passion for education and enabling learning.
- Strong sense of initiative, dedication, and responsibility
- Good pedagogy, patient and attentive
- Organized, rigorous, reliable
- Communicant, good editorial