

# Lectureship/Computer Science

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Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Feb 02, 2025

Published : Dec 23, 2024

Employment Status : Full Time

Experience : Any

Salary : As per the Bakhtar University pay salary scale

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About Bakhtar University:

Bakhtar University (BU) is one of the Afghanistan's oldest and most prestigious privately held institutions. It was established in 2005 from a small beginning at Kabul Polytechnic University, through its current location at Kart-e-Char. Bakhtar University is now recognized as being an integral part of Kabul. The university has made a significant impact in the field of higher education by reaching out to large section of the population with a range of diverse and relevant programs that are of high quality and affordable. Internationally recognized qualifications enable Bakhtar graduates to pursue rewarding careers Afghanistan's burgeoning employment market, Because of high quality teaching program, BU students are currently placed in prominent positions in both the public and private sectors across the country and the region.

### Job Description:

#### Duties and Responsibilities

- Prepare handouts and teaching materials for students using power point slides and other multimedia sources.
  - Preparing lectures and presenting to students utilizing innovative Technology.
  - Developing and implementing new methods of teaching to reflect changes in teaching methodology.
  - Designing, preparing and developing teaching materials;
  - Assessing students' coursework;
  - Setting and marking examinations papers;
  - Undertaking personal research projects and actively contributing to the institution's research.
  - Supervising students' research activities;
  - Completing continuous professional development (CPD) and participating in staff training activities;
  - Carrying out administrative tasks related to the department, such as student admissions, induction programs and involvement in committees and boards.
  - Representing the institution at professional conferences and seminars, and contributing to these as necessary.
  - Contributing to the development, planning and implementation of a high quality curriculum.
  - Drafting and giving periodic test and final test and work out a system where all those marks contribute to the final grading.
  - Devising, write and produce new materials including audio and visual resources.
- Working with the rest of the team to decide about the audio-visual material to be taught.
- Making sure the attendance is taken every day and poor attendance is reported to the management.
  - Submitting monthly student progress report to the Head of Department and Dean of Faculty.
- Other duties as assigned by the Dean of Faculty.

### Job Requirements:

The applicants must have the following qualifications

- **Master degree holder** with at least 6 years of professional experience in a reputed educational institutions, **PhD holder** with at least 3 year of professional experience.

#### Job Requirements:

- Demonstrated ability to resolve problems both independently and collaboratively
- Demonstrated ability to identify priorities and work to tight deadlines
- Excellent communication and interpersonal skills
- Excellent language proficiency in Dari, Pashto, and English
- Punctual and time management skills.

#### Benefits and Entitlements

1. Local transportation for official purpose
2. 24 hours access to internet.
3. And other fringe benefits.

### Submission Guideline:

Interested and qualified candidates are requested to send their CV's with the title of the position applying for.

Send your CV's via E-mail to **hr@bakhtar.edu.af**

Incomplete applications or applications received after closing date will not be given consideration. Candidates who meet the above criteria will be short listed, and will be called for demonstration.

Address: Kart-e-Char Opposite to Ministry of Higher Education

Kabul, Afghanistan

Contact#: 0202513810

### Submission Email:

hr@bakhtar.edu.af

**Education & Experience**

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Masters/Ph.D. in Computer Science

**Must Have**

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Masters/Ph.D. in Computer Science

**Educational Requirements**

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**Compensation & Other Benefits**

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