

TERTIARY EDUCATION SERVICE COUNCIL

MUTARE POLYTECHNIC

DUTIES AND RESPONSIBILITIES OF A LECTURER

MAIN DUTIES PERFORMED:

Verb	Subject	Specific Activity
Impart	Knowledge and Skills by	<ul style="list-style-type: none">• Interpreting course modules/syllabi regulations and guidelines• Planning lectures• Delivering lectures through blended learning approaches• Demonstrating skills• Evaluating students• Administering coursework• Translating policy documents into practical teaching and learning strategies• Implementing assessment strategies that align with institutional and national academic standards• Designing training materials lists• Providing guidance and counseling• Advising on career guidance and professional development• Promoting correct professional ethics, deportment and patriotism.• Organizing field trips
Assess	Skills proficiency and competencies by	<ul style="list-style-type: none">• Planning proficiency schedules• Mobilizing resources• Demonstrating how to carry out skills and competencies• Supervising learners in line with industry best practice• Grading/rating students/trainee conformance to industry best practice
Supervise	Student projects and On the Job Education and Training by	<ul style="list-style-type: none">• Approving student project proposals• Checking and reviewing projects progress periodically• Coordinating with industry for students' placements• Collaborating with industry on students' progress and assessments• Following up students on attachment to check scope of work students is being exposed to.
Facilitate	Innovation by	<ul style="list-style-type: none">• Monitoring applied research, to develop prototypes and solutions• Designing and fabricating products using available technologies

		<ul style="list-style-type: none"> • Improving production processes for efficiency and quality • Collaborating with industry and community stakeholders • Supervising students in innovation and production projects • Documenting and presenting innovations for commercialization and exhibitions
Facilitate	Industrialization of Innovations by	<ul style="list-style-type: none"> • Transforming prototypes into scalable products or services • Collaborating with industry for mass production • Securing intellectual property rights • Conducting market feasibility studies • Establishing production processes and quality control systems • Facilitating linkages with investors and funding agencies
Conduct	Research by	<ul style="list-style-type: none"> • Identifying socio-economic and technological challenges affecting communities • Designing research tools and protocols that address community challenges • Implementing research protocols • Analyzing research outcomes • Evaluating research outcomes • Publishing research outcomes at symposia, in relevant journals and at research conferences.
Engage	Communities by	<ul style="list-style-type: none"> • Studying endogenous knowledge systems for rural industrialization. • Conducting integrated skills expansion outreach programmes (ISEOP) for practical skills acquisition in communities • Promoting community participation in economic development

CRITICAL OR TECHNICAL COMPETENCIES REQUIRED:

- Computer literacy
- Technical
- Training
- Accuracy
- Counselling
- Written and verbal communication
- Teamwork
- Analytical
- Evaluation
- Report writing
- Integrity

AREAS TO BE TAUGHT & KEY RESPONSIBILITIES

1. EDUCATION

The successful candidate should be able to teach the following modules;

- Research Methods and Statistics
- Research project supervision

2. AUTOMOBILE ELECTRICS & ELECTRONICS:

- The successful candidates should be able to teach all modules in the area of trade.

3. MACHINESHOP ENGINEERING:

- The successful candidates should be able to teach National Certificate to Higher National Diploma level for both full time and part-time courses
- Be able to teach CAD and Manual Engineering Drawing
- Be able to Install, maintain and repair of machinery in the department
- Assist students understand and resolve technical issues in the field of fitting including machining
- Updating knowledge and skills to remain current in the field
- Working with industry partners, other lecturers and technicians to enhance the learning experience.

4. FOOD AND BEVERAGE MANAGEMENT:

The successful candidate should be able to teach the following modules;

- Food and Beverage Management
- Advanced Bar Operations
- Food Service
- Conferencing and Banqueting
- Hospitality Customer Care

SUMMARY OF THE DUTIES AND RESPONSIBILITIES OF A LIBRARY ASSISTANT

MAIN DUTIES PERFORMED:

Verb	Subject	Specific Activity
Maintain	Library facilities and resources by	<ul style="list-style-type: none">• Cleaning library facilities.• Shelving books• Arranging sitting plans• Keeping updated library records• Classifying and cataloguing books and other resources
Monitor	Library patron by	<ul style="list-style-type: none">• Checking for compliance with library rules and regulations• Making spot checks
Issue	Books by	<ul style="list-style-type: none">• Updating borrower records• Verifying user credentials• Ensuring proper handling and tracking of materials.

13. CRITICAL OR TECHNICAL COMPETENCIES REQUIRED:

- Learning management Systems
- Interpersonal or Communication Skills
- Problem solving skills
- Time management skills
- Organisational skills