

POSITION DESCRIPTION: Supervisor, Mathematics

Closing Date: Internal: 30 June 2006; **External:** 30 June 2006

The Higher Colleges of Technology (HCT) is a system of 12 colleges in 6 centres in the United Arab Emirates – one of the most progressive and modern countries in the Middle East. The HCT provides post secondary programs in Business, Education, Engineering, Communication Technology, Information Technology and Health Sciences. Our Colleges offer career programs through a unique combination of theory, practical training and on the job experience. The language of instruction is English. Student enrolment is currently 16,000.

Reporting to the Head of Education and Business at the Centre of Excellence for Applied Research and Training (CERT), the Supervisor, Mathematics will manage the instruction and evaluation of students in all Maths and Physics courses to ensure students complete the learning requirements of the programs. He/she will supervise classroom methodology and practices to ensure effective teaching, ensure HCT standards and assessment procedures are applied, coordinate with academic and student services to monitor student attendance and meet with students to discuss attendance problems. The incumbent will also assist in the registration and placement of students and in the recruitment of staff.

Requirements:

- A relevant Masters degree.
- 3 years of relevant teaching/training experience at a vocational level.
- Materials and curriculum development experience
- Supervisory experience of students at post-secondary level.
- Experience in coordination of teachers and educational curriculum, preferred.
- Good level of computer literacy.
- Strong interpersonal and leadership skills. Must be innovative, patient, enthusiastic, student centred and a team player.
- Fluent and accurate written and spoken English, essential.

The Higher Colleges of Technology offers employees a competitive starting salary that is free of taxation in the United Arab Emirates. Accommodation is provided as is a relocation allowance. Families are welcome and assistance is provided for school fees at international private schools. Employees and eligible dependents receive annual air tickets to allow travel back to the country of origin. This position is entitled to 56 calendar days of annual paid leave. At the completion of a three year contract, an end of service gratuity (one month's salary per year of service) is provided.

To apply, please visit our recruitment home page <http://recruit.hct.ac.ae> and complete our online application form. A detailed job description for this position, as well as all current vacancies can be found on the website.