



Central International University(CIU) (Formerly, Central Hamburg University-CHU)

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Registration Numbers
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Duties & Responsibilities

The Education Director & Deputy Education Director Central International University(CIU)

Region Of Operation
Zambia and Africa

Currently Serving
Ephraim Mwilava, Education Director, Zambia
(Advertised!), Deputy Education Director, Zambia

Updated: At CIU Germany HQ, 02.07.2023

Duties & Responsibilities

The Education Director and Deputy Education Director shall confine their functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

(A) The Director of Education:

1. Develop and implement educational policies and strategies to ensure the effective delivery of academic programs at CIU.
2. Provide leadership and guidance to the academic departments and faculty members.
3. Oversee curriculum development and ensure its alignment with international standards and industry needs.
4. Foster a culture of academic excellence and innovation among faculty and students.
5. Collaborate with other educational institutions, industry partners, and government agencies to enhance educational opportunities and partnerships.
6. Manage and allocate resources, including budgeting and financial planning, to support academic programs.
7. Ensure compliance with accreditation and quality assurance standards.
8. Develop and implement student support services to enhance the overall learning experience.
9. Monitor and evaluate the effectiveness of academic programs, identifying areas for improvement and implementing necessary changes.
10. Promote research and scholarly activities among faculty and students.
11. Support faculty development and mentorship programs.
12. Represent CIU in academic forums, conferences, and other relevant events.
13. Maintain and strengthen relationships with external stakeholders, including professional bodies and alumni.
14. Collaborate with the Deputy Director of Education and other senior leaders in decision-making and strategic planning.
15. Stay abreast of emerging trends and best practices in higher education.
16. Ensure compliance with legal and regulatory requirements related to education.
17. Promote diversity, equity, and inclusion within the academic community.
18. Manage academic crises or conflicts that may arise within CIU.
19. Participate in the recruitment and selection of faculty members.
20. Provide regular reports and updates to the university administration and governing bodies.

(B) The Deputy Director of Education:

1. Assist the Director of Education in implementing educational policies and strategies.
2. Support the coordination and supervision of academic departments and faculty members.
3. Collaborate with the Director of Education in curriculum development and alignment.
4. Assist in fostering a culture of academic excellence and innovation.
5. Help in establishing and maintaining partnerships with educational institutions, industry partners, and government agencies.
6. Contribute to the management and allocation of resources for academic programs.
7. Assist in ensuring compliance with accreditation and quality assurance standards.
8. Support the development and implementation of student support services.
9. Participate in monitoring and evaluating the effectiveness of academic programs.
10. Promote research and scholarly activities among faculty and students.
11. Assist in faculty development and mentorship programs.
12. Represent CIU in academic forums, conferences, and events when required.
13. Support the Director of Education in maintaining relationships with external stakeholders.
14. Collaborate with other senior leaders in decision-making and strategic planning.
15. Stay informed about emerging trends and best practices in higher education.
16. Assist in ensuring compliance with legal and regulatory requirements.
17. Promote diversity, equity, and inclusion within the academic community.
18. Help in managing academic crises or conflicts.
19. Participate in faculty recruitment and selection processes.
20. Assist in providing reports and updates to the university administration and governing bodies.

Expansion And Guiding Notes

(To both Offices – Director and Deputy Director, Education)

(a) The Director of Education:

1. Develop and implement educational policies and strategies to ensure the effective delivery of academic programs at CIU: This involves formulating policies and strategies that outline the goals, objectives, and guidelines for academic programs at CIU. The Director needs to consider factors such as program structure, teaching methodologies, assessment practices, and student support services.

Execution: The Director can establish a committee comprising key stakeholders, including faculty members and administrators, to develop and refine these policies and strategies. They can conduct research, gather feedback from various sources, and collaborate with experts in the field of education to inform their decision-making process.

2. Provide leadership and guidance to the academic departments and faculty members: The Director plays a crucial role in providing leadership and guidance to academic departments and faculty members. They set the vision and expectations for teaching and learning, foster a culture of collaboration and professional development, and ensure that faculty members have the necessary resources and support to excel in their roles.

Execution: The Director can hold regular meetings with department heads and faculty members to communicate the university's vision, expectations, and strategic priorities. They can provide mentorship and coaching to faculty members, facilitate workshops and training sessions on pedagogy and curriculum development, and encourage the sharing of best practices among faculty.

3. Oversee curriculum development and ensure its alignment with international standards and industry needs: The Director is responsible for overseeing the development, review, and enhancement of academic curricula. They need to ensure that the curriculum aligns with international standards, industry requirements, and the university's educational objectives.

Execution: The Director can establish a curriculum development committee comprising subject matter experts, industry professionals, and faculty members. This committee can conduct regular reviews of the curriculum, engage in benchmarking exercises with other institutions, collaborate with industry partners to identify emerging trends and skills, and ensure that the curriculum remains relevant and up to date.

4. Foster a culture of academic excellence and innovation among faculty and students: The Director should create an environment that encourages academic excellence, innovation, and intellectual curiosity among faculty and students. This involves promoting a culture of continuous learning, research, critical thinking, and creativity.

Execution: The Director can facilitate faculty development programs, research grants, and scholarly activities to encourage faculty members to enhance their knowledge and skills. They can also promote student-centered approaches to learning, such as project-based learning and interdisciplinary studies, and provide platforms for students to showcase their innovative ideas and research findings.

5. Collaborate with other educational institutions, industry partners, and government agencies to enhance educational opportunities and partnerships: The Director needs to establish and maintain partnerships with other educational institutions, industry partners, and government agencies to create opportunities for collaboration, student exchange programs, internships, and research collaborations.

Execution: The Director can initiate and nurture relationships with relevant stakeholders through networking events, collaborative projects, and memorandum of understanding (MOU) agreements. They can actively participate in conferences, seminars, and industry forums to stay connected with the latest developments and identify potential partnership opportunities.

6. Manage and allocate resources, including budgeting and financial planning, to support academic programs: The Director is responsible for effectively managing and allocating resources to support the academic programs at CIU. This includes budgeting, financial planning, and optimizing the utilization of available resources.

Execution: The Director can work closely with the finance department to develop an annual budget for academic programs. They should regularly monitor and evaluate the financial performance of the programs, identify areas where resources can be optimized, and make strategic decisions regarding resource allocation to ensure the efficient functioning of academic departments.

7. Ensure compliance with accreditation and quality assurance standards: The Director must ensure that the academic programs meet the accreditation and quality assurance standards set by relevant accrediting bodies. This involves monitoring program outcomes, conducting internal audits, and preparing for external evaluations.

Execution: The Director can establish a quality assurance unit or designate a quality assurance officer responsible for monitoring program outcomes, conducting regular audits, and ensuring compliance with accreditation standards. They should develop robust processes for data collection, analysis, and reporting to demonstrate the university's adherence to quality standards.

8. Develop and implement student support services to enhance the overall learning experience: The Director should establish and oversee student support services that enhance the overall learning experience. This includes services such as academic advising, career counseling, tutoring, and student wellness programs.

Execution: The Director can collaborate with student affairs departments, faculty members, and counseling professionals to identify the specific needs of students and develop appropriate support services. They should establish communication channels to gather feedback from students and continuously assess and improve the effectiveness of the support services provided.

9. Monitor and evaluate the effectiveness of academic programs, identifying areas for improvement and implementing necessary changes: The Director is responsible for monitoring and evaluating the effectiveness of academic programs. This involves conducting regular assessments, analyzing data, and identifying areas for improvement to ensure the continuous enhancement of the learning experience.

Execution: The Director can establish a robust system for collecting and analyzing data related to student outcomes, faculty performance, and program effectiveness. They should collaborate with academic departments to develop key performance indicators and assessment tools. Based on the data and feedback collected, the Director can initiate necessary changes and improvements to enhance the quality of academic programs.

10. Promote research and scholarly activities among faculty and students: The Director should encourage and support research and scholarly activities among faculty and students. This involves creating a research-friendly environment, providing funding opportunities, and facilitating the dissemination of research findings.

Execution: The Director can establish research centers, provide grants for research projects, and organize research symposiums and conferences to foster a research culture. They should also promote interdisciplinary collaborations, mentorship programs, and opportunities for faculty and students to publish their work in reputable journals or present at conferences.

11. Support faculty development and mentorship programs: The Director should prioritize the professional development of faculty members and promote mentorship programs to enhance their teaching, research, and leadership skills.

Execution: The Director can allocate resources for faculty development programs, such as workshops, conferences, and sabbatical opportunities. They should encourage senior faculty members to mentor junior colleagues and create a supportive environment for the exchange of ideas and best practices. The Director can also establish a formal mentorship program that pairs experienced faculty members with new or junior faculty.

12. Represent CIU in academic forums, conferences, and other relevant events: The Director should actively participate in academic forums, conferences, and events to represent CIU, share best practices, and stay connected with the wider academic community.

Execution: The Director can attend conferences, seminars, and workshops relevant to their field of expertise and the interests of CIU. They can also present research findings, serve as keynote speakers, and engage in panel discussions to contribute to the academic discourse. Additionally, the Director should encourage faculty members to participate in such events to enhance their professional networks and stay updated on the latest trends and research.

13. Maintain and strengthen relationships with external stakeholders, including professional bodies and alumni: The Director should actively engage with external stakeholders, including professional bodies and alumni, to build and strengthen relationships that support the academic programs and the overall mission of CIU.

Execution: The Director can organize alumni events, maintain regular communication with alumni networks, and seek their input and involvement in enhancing the academic programs. They should also establish partnerships with professional bodies, industry associations, and relevant organizations to stay connected with the needs of the industry and explore collaborative opportunities.

14. Collaborate with the Deputy Director of Education and other senior leaders in decision-making and strategic planning: The Director should work collaboratively with the Deputy Director of Education and other senior leaders to make informed decisions and develop strategic plans that align with the vision and goals of CIU.

Execution: The Director should hold regular meetings with the Deputy Director of Education and other senior leaders to discuss and assess the progress of academic programs, address challenges, and collectively make decisions regarding resource allocation, program development, and strategic initiatives. They should foster an environment of open communication, collaboration, and shared responsibility.

15. Stay abreast of emerging trends and best practices in higher education: The Director should remain updated on emerging trends, innovations, and best practices in higher education to ensure that CIU remains at the forefront of educational advancements.

Execution: The Director should actively engage in professional development activities, such as attending conferences, workshops, and webinars focused on higher education. They should subscribe to relevant publications and networks, participate in online communities, and encour-

age faculty members to share new research and trends within their respective fields. The Director should also promote a culture of continuous learning and encourage faculty to stay updated in their areas of expertise.

16. Ensure compliance with legal and regulatory requirements related to education: The Director should ensure that CIU operates in compliance with all relevant legal and regulatory requirements, including those related to academic programs, student records, and accreditation standards.

Execution: The Director should stay informed about national and international laws and regulations pertaining to higher education and ensure that CIU's policies, procedures, and practices align with these requirements. They should collaborate with legal advisors and relevant authorities to ensure compliance and mitigate any potential legal risks.

17. Promote diversity, equity, and inclusion within the academic community: The Director should actively promote diversity, equity, and inclusion within the academic community at CIU, fostering an environment that respects and celebrates differences among students, faculty, and staff.

Execution: The Director should develop and implement diversity and inclusion initiatives, including awareness campaigns, training programs, and policies that promote equal opportunities and fair treatment for all members of the academic community. They should collaborate with student affairs departments, faculty, and staff to create a welcoming and inclusive campus environment.

18. Manage academic crises or conflicts that may arise within CIU: The Director should be prepared to handle academic crises or conflicts that may arise, such as faculty disputes, student grievances, or disruptions to academic operations.

Execution: The Director should establish protocols and procedures for managing academic crises or conflicts. They should collaborate with relevant departments, such as student affairs and human resources, to address issues promptly and effectively. The Director should also ensure transparent communication, timely resolution, and fairness in handling such situations while upholding the values and integrity of CIU.

19. Participate in the recruitment and selection of faculty members: The Director should actively participate in the recruitment and selection process of faculty members, ensuring that qualified individuals who align with the university's mission and values are hired.

Execution: The Director should collaborate with department heads and human resources to define the requirements and qualifications for faculty positions. They should participate in shortlisting candidates, conducting interviews, and making final hiring decisions. The Director should also advocate for diversity and inclusion in the recruitment process and ensure that the hiring practices are fair, transparent, and compliant with equal opportunity regulations.

20. Provide regular reports and updates to the university administration and governing bodies: The Director should provide regular reports and updates to the university administration and governing bodies, informing them about the performance, challenges, and progress of the academic programs at CIU.

Execution: The Director should prepare comprehensive reports that include key performance indicators, program outcomes, and recommendations for improvement. They should present

these reports in meetings with the university administration and governing bodies, highlighting achievements, challenges, and strategic initiatives. The Director should also engage in constructive dialogue and provide relevant data and insights to support decision-making and policy formulation at the university level.

21. And more that may be found fit!