



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Permanent Faculty Member	DEPARTMENT: Academics
POSITION REPORTS TO: Dean/Head of Department	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Teaches <u>four (4) courses</u> in regular semester as normal work load and undertake research projects or any other services as desired by SZABIST Management. In summer semester, upon recommendation of your HOD you may teach one paid course or write two Research Papers of at least HEC X-Category Journals or One ISI Indexed Research paper.2. Drafts course outline and delivers it to the students, by maintaining conducive learning environment in class and timely completion of course.3. Mentors and advises students in selection of elective courses and career development.4. Performs teaching related administrative activities:<ul style="list-style-type: none">• Performs Invigilation• Prepares examination question paper, marks answer sheets and class assignments; and prepares examination results• Records class attendance and maintains individual course records• Updates Zabdesk5. Prepares a course portfolio to ensure that course objectives are being adhered to, and measures learning outcomes to assess the effectiveness of the delivery of the course material.6. Supervises IS and thesis work of the students.7. Integrates academic knowledge with research activities.8. Responsible for writing at least one research paper/publication in each semester.9. Attends conference, workshops, and trainings.10. Participates in Internal Committees for Department / University.11. Participates in University Advancement Activities.	
<u>PERSON SPECIFICATION</u>	
(1) Specific Job-related Skills Required <ol style="list-style-type: none">1. Analytical Skills2. Communication & Interpersonal Skills3. Presentation Skills4. Counseling Skills5. Leadership Skills6. Problem-solving & Decision- making Skills7. Computer Skills	
(2) Specific Job-related Traits & Behaviors Required <ol style="list-style-type: none">1. Attendance & Punctuality	



2. Integrity
3. Initiative taking
4. Intelligence and Mental alertness
5. Cooperativeness & Coordination
6. Policy and Procedure Compliance
7. Ability to Plan, Organize, and
8. Supervise the Work
9. Appearance
10. Discipline