

<b>Position Title:</b>	<b>Head of Academic Affairs</b>
<b>Reporting to:</b>	<b>Principal</b>
<b>Job location:</b>	<b>Nairobi</b>

### Job Summary

Reporting to the Principal, the **Head of Academic Affairs** is responsible for all aspects of the academic programs offered in the college and to supervise and assist faculty in the conduct of their duties which includes the day to day operations of all aspects of the college academic programs. He/She is responsible for promoting a culture of academic excellence and ensures that all academic goals and objectives set forth in the college's strategic plan are met.

### Scope of the role

- Academic Performance
- Curriculum Development and Review
- Faculty Management and Development
- Partnerships and Linkages
- Faculty Management and Supervision

### Key responsibilities

1. To provide overall leadership, direction, advocacy, communication, coordination, and assessment of the academic unit as a whole,
2. To establish and maintain a cooperative, collegial work climate which enhances communication, trust, and productivity of and among faculty and administrative staffs and students.
3. To work cooperatively in establishing and monitoring a budget which enhances and supports the academic mission of the college
4. To ensure that policies and procedures are developed and applied fundamentally to protect and enhance the College academic integrity, focusing the core functions on its essential, academic mission.
5. Where applicable, to coordinate and ensure that all necessary and relevant activities and duties assures proper accreditation.
6. To be responsible for developing a coherent, realistic strategic plan which advances the mission of the College as a whole,
7. To direct and coordinate the creation and implementation of class schedules for publication in master catalogues and semester schedule of classes.
8. To be responsible for initiating and implementing an enrolment management plan consistent with the College plan, working towards improving student recruitment and retention.
9. To liaise with and follow up with Key Curriculum Leaders and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines

10. To coordinate all faculty recruitments, ensuring that diversity goals for faculty are pursued diligently and coordinate and approve professional development for faculty.
11. To provide written evaluations of faculty in keeping with college policies/procedures.
12. To create and implement a faculty development plan which contains a systematic design to improve classroom instruction skills
13. To recommend to the Principal all People actions, such as appointment, reappointment, promotion, tenure, leave, involuntary dismissal, transfer, resignation and sabbatical.
14. to serve as the mediator in resolving problems arising among faculty
15. To ensure accurate and timely academic feedback and advise is provided to all students
16. To ensure that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
17. To establish a formal and informal communication network so that student feedback occurs on significant issues and problems in the academic unit.

### **Supervisory Responsibilities:**

- Short Courses Coordinator
- Lead – Hotel Operations
- F&B Culinary Leader
- F&B Hotel Service Leader
- Full Time and Par Time Faculty

### **Minimum Qualifications**

- Master's Degree in relevant field. A PhD in education, educational leadership, or educational administration is an added advantage.
- At least 10 years teaching experience at an institution of higher learning with a minimum of 5 years in a similar role
- Demonstrate continuing professional development
- Sound knowledge and understanding of best practice locally and internationally in regards to Curriculum Development, teaching, learning, assessment and quality improvement
- Successful and motivational leadership, with an inclusive leadership style, and with experience of leading change
- Extensive knowledge and experience of education, higher Education and the issues and challenges facing the sector
- Experience in Hospitality is an added advantage.

### **Key Competencies**

- Demonstrated people leadership and management skills
- Excellent interpersonal, communication, presentation and partnership building skills for working in a complex multi stakeholder environment
- Ability and experience of developing and leading significant institutional change
- Excellent judgement with the ability to balance risks and opportunities

- Ability to resolve conflicts
- An absolute commitment to upholding the College Values. In particular, commitment:
  - to prioritize the needs of students
  - to act with integrity, authenticity & respect at all times
  - to secure continuous improvement and excellence
  - to focus on coaching and developing others to reach their full potential X Demonstrated commitment to continuous personal development

### Application Procedure

Interested candidates who meet the above qualifications should send their applications to the address below through email [careers@bihc.ac.ke](mailto:careers@bihc.ac.ke) on or before **28<sup>th</sup> February 2019**. Applications should have a cover letter, curriculum vitae, copies of Academic and professional credentials, names and contacts of three referees.

The Principal,  
Boma International Hospitality College (BIHC)  
South "C" (Bellevue)  
Red Cross Road, Off Popo Road  
P. O. Box 26601 - 00100  
**NAIROBI**

Applications can also be dropped off at Boma International Hospitality College (BIHC)

***Job disclaimer and notification:***

*Boma International Hospitality College is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*

**Note: applications which do not meet the above requirements will not be considered. Only Shortlisted Candidates will be contacted.**