

De Montfort University Kazakhstan is seeking exceptional, energetic and passionate faculty to join us as lecturers/ senior lecturers / principal lecturers in the following disciplines:

- ✔ Business
- ✔ Marketing
- ✔ Advertising
- ✔ Accounting
- ✔ Finance and Investment
- ✔ Law
- ✔ Economics
- ✔ Graphic Design
- ✔ Cyber Security
- ✔ Computer Science
- ✔ English for Academic Purposes



About De Montfort University Kazakhstan

De Montfort University Kazakhstan (DMUK) is the first university to be fully licensed by the Government of Kazakhstan to offer UK qualifications in the country. Graduates of DMUK are awarded degrees from De Montfort University, Leicester, UK. The University offers a truly international experience for students through its UK curriculum and its employment of a high number of international academic staff. In addition, the University emphasises quality teaching and scholarship, a supportive and vibrant student environment and a focus on the skills and experience needed by graduates to accelerate their careers and get ahead in the competitive job market.

The existing programs offered in Kazakhstan has been the result of extensive deliberations with stakeholders in Government and the community and the University remains sensitive to these needs in its plans to offer additional programmes in the future.

DMUK employs a whole university approach to feeling good and staying well and the programme portfolio includes a variety of co-curricular courses and extra-curricular activities designed to develop, in students, life-long transferable skills.

DMU Kazakhstan operates from a new building in Esentai City, Almaty, opposite Esentai Mall and the Ritz-Carlton hotel. The campus has been purpose built to reflect the modern approach to business exhibited by such organisations as Google, YouTube and Netflix on the basis that graduates will be entering modern corporations designed along these lines. The infrastructure in the building's development is the best in its class.

Further information about DMUK can be obtained by visiting  www.dmuk.edu.kz

About Almaty, Kazakhstan

A dynamic and exciting country. Its fascinating geography and history make it a great place to live, study, work and visit.

DMU Kazakhstan's campus is located in the heart of Almaty. Rich with history, modern successes and a diverse heritage.

The city's natural beauty alone is a good reason to work in Almaty. Almaty is situated in the south-eastern part of Kazakhstan. With the backdrop of the gorgeous Zailiysky Alatau mountains, it's the perfect picturesque city to live in.

With a relatively low cost of living, Almaty is also very affordable.

The standard of living is very high. Almaty has a great choice of shops, restaurants, bars, and a lively mix of music, film, sport, comedy and culture as well as lots of green spaces within and surrounding the boundaries. It's 'the perfect size' – big and historic enough to impress, yet compact, friendly and safe enough to call home.





Main Duties and Responsibilities

The appointees will be expected to:

- Undertake teaching and assessment on a range of undergraduate, postgraduate and distance/blended distance learning modules in the Law subject area.
- Contribute to the delivery of the above modules for full time and part time (blended distance learning) students.
- Ensure the curriculum is current, fit for purpose and is meeting the needs of stakeholders, including students, industry and the professional associations and lead bodies with whom we work or aspire to work.
- Lead and develop existing modules and programmes, identifying and proposing areas for improvement, to ensure that modules continue to be student focused, innovative, of high quality and embed the most up-to-date, relevant research and scholarship.
- Lead and develop new modules and programmes, taking sole responsibility as appropriate, ensuring that they are student focused, innovative, of high quality and embed the most up-to-date relevant research and scholarship.
- As module leader collaborate with colleagues, offering guidance and mentoring as appropriate, to ensure effective module delivery.
- Apply creative and innovative means of embedding and delivering activities, academic research and opportunities within modules, designed to enhance the students' international awareness, employability and the quality of the student experience.
- Explore and implement ways of providing students with an assessed global travel opportunity as an integral part of the teaching and learning experience.

- Develop and disseminate high quality teaching and learning materials using a range of formats including the virtual learning environment.
- Be compliant with embedding our approach to Universal Design for Learning in Higher Education.
- Develop assessments as appropriate and assess students' work providing timely, high quality and developmental feedback.
- Work in close collaboration with colleagues to undertake academic roles such as internal moderation, second marking and shared delivery.
- Act as personal tutor to a designated group of students and assist them in reviewing their personal and academic development and their career planning.
- Contribute to the development of the subject area and related programmes of study and the wider Department and faculty.
- Carry out relevant administrative duties associated with the post, for example with matters related to student recruitment, enrolment, induction, teaching and assessment.
- To participate fully in the University's Quality Assurance processes relating to the design and delivery of teaching programmes in the Business and Law Faculty.
- Undertake all mandatory and advised training and development as required.
- Develop the research activities of the Law School by sustaining a personal research plan. Manage the application of a range of research methodologies, approaches and techniques appropriate to the type of research personally being pursued.
- To undertake external networking, e.g. with the local business community, schools, colleges, professional bodies and /or with the wider academic community via activities such as external examining.
- To participate in cross university and promotional activities including open days, and school visits.
- This job description reflects the main duties and responsibilities of the posts. However, the post holders may be required to fulfil other ad-hoc duties commensurate with the level of the posts from time to time.

About You

You will possess a higher degree in one of the above disciplines (a doctorate preferred and essential for the senior level posts), a teaching qualification/fellowship of the higher education academy (or willingness to work towards fellowship), a record of teaching excellence and, for senior level posts, a record of internationally recognised scholarship, excellent written and spoken English, an ability to attract external funding and, for senior positions, a willingness to assume an academic leadership role. Please see **Person Specification**.

Your Remuneration, Benefits and Conditions

Successful candidates will be offered a competitive salary and a three-year contract (renewable annually based on performance), medical insurance, accommodation allowance, and 40 working days leave per year (not including public holidays). Income Tax in Kazakhstan currently stands at 10%.

How to Apply

Applicants are invited to email their application to recruitment@dmuk.edu.kz . Your application should include the following:

- ✓ a cover letter;
- ✓ an up-to-date CV;
- ✓ evidence of excellent teaching quality;
- ✓ a publication list (for senior positions).

Informal enquiries may be addressed to Professor James Pounder, Rector, and Dr Mariya Pionka (Dean of Business School), De Montfort University Kazakhstan:

✉ j.pounder@dmuk.edu.kz

✉ m.yesseleva-pionka@dmuk.edu.kz

Review of Applications

Review of applications is ongoing and shortlisted applicants will be invited for recruitment interviews.



Closing Date - Friday 8 April 2022 at midday

Person Specification

LECTURER / SENIOR LECTURER

Faculty of Business & Law

Full Time

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
Qualifications and Training	A good relevant honours degree.	Essential	✓			✓
	Postgraduate degree or PhD in a relevant discipline.	Essential	✓	✓		✓
Teaching and Learning Support	Experience of teaching a related discipline in Higher Education or significant professional industry experience.	Essential	✓	✓		
	Evidence of innovation and attaining excellence in teaching and learning.	Essential	✓	✓		
	Evidence of managing and developing curricula (either in the form of new teaching and assessment or new modules and programmes).	Essential (for Senior Lecturer role only)	✓	✓		

*A = Application Form; I = Interview; T = Test; D = Documentary Evidence

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Teaching and Learning Support	Experience of teaching/training in an HE/professional or industry environment to corporate/part-time students		Desirable	✓	✓		
	Ability to present information using a variety of methods appropriate to the needs of the audience.	Essential		✓	✓		
	A desire to mentor students and the motivation to deliver an outstanding student experience	Essential		✓	✓		
	Sensitivity to a diverse range of staff and student needs and evidence of responding to these.		Desirable	✓	✓		
Research and Scholarship	Evidence of a portfolio of research activities that offer realistic prospect (either in terms of track record or pipeline) of publication in international refereed journals.	Essential (for the Senior Lecturer role only)		✓	✓		

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Research and Scholarship	Ability to contribute to the scholarly and income generation activities of the Department.	Essential		✓	✓		
	Ability to prepare successful funding and research bids.		Desirable	✓	✓		
	Established research and publication profile.		Desirable	✓	✓		
Planning and Managing Resources	Ability to work within a team and on own initiative.	Essential		✓	✓		
	Positive approach to team working including team teaching and collaborative project / research work.	Essential		✓	✓		
	Ability to communicate effectively at all Levels.	Essential		✓	✓	✓	
	Excellent written communication skills.	Essential		✓	✓		
	Exceptional presentation and verbal communication skills.	Essential			✓	✓	
	Ability to work under pressure and to adhere to deadlines.	Essential			✓		

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Planning and Managing Resources	Ability to contribute to the Faculty's development activities: particularly internationally.	Essential		✓	✓		
	Experience of identifying and responding to business development opportunities.		Desirable	✓	✓		
	Knowledge of HE student recruitment and selection requirements.		Desirable	✓	✓		
Additional Requirements	Commitment to observing the University's equality and diversity policy.	Essential			✓		
	Willingness to work away from the university or to work flexibly, depending upon the demands of the role.	Essential			✓		
	A willingness to undertake further training and professional development, as appropriate.	Essential			✓		
	Potential to add value to the Faculty's professional profile.		Desirable		✓		

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