



# Vacancies

## Research Supervisors for the MEd Educational Leadership (MEdEL)

The Botswana Open University (BOU) is looking for suitably qualified, highly motivated, duty conscious tutors/supervisors for the MEd Educational Leadership (MEdEL) programme;

### Qualifications

Applicants should possess a PhD or EdD in one or more of the following disciplines:

Educational Administration  
Educational Research  
Educational Management  
Educational Leadership

### Experience

- At least Two (2) years teaching experience in a tertiary institution
- Applicants should have supervised Research Students at Masters Level

### Added Advantage

- Experience with online teaching
- Experience with distance learning
- BQA Accreditation Certificate

### Responsibilities

The Supervisors will be expected to perform the following duties:

- Prepare and deliver tutorials in accordance with Departmental quality standards and guidelines.
- Guide learners with selection and planning of suitable and manageable research topics.
- Provide constructive timely and thorough response to learners' research submissions.
- Monitor learners' submissions and provide them with detailed feedback.
- Adhere to the turnaround time set for providing feedback.
- Respond to course related queries raised by learners through different means of communication.

- Guide learners with their research proposals and projects and provide feedback.
- Keep records of the job completed, learner progress and any relevant records.
- Provide all the necessary guidance and counseling to learners as necessary.

### Competencies

Must be computer literate and be able to produce quality work within the set deadline. Be able to take part in learning activities online.

### Requirement

Applicants are required to have internet connectivity as this will be an IT mediated programme.

### To Accompany the Application

- A recent CV
- Certified copies of relevant academic transcripts and certificates
- Identification document
- Work permits (for expatriates)
- Two references

Incomplete applications will not be considered.

Botswana Open University pays competitive rates commensurate with qualifications and responsibilities attached to the position.

### Applications should be addressed to:

The Human Resources Manager  
Botswana Open University  
Private Bag BO 187  
Gaborone

**Closing Date: 23<sup>rd</sup> February 2018**