



# Curriculum Development Office

## JOB DESCRIPTION

**Job position:** Coordinator of Curriculum Development Office

**Reports to:** Rector

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### I. General duties and responsibilities:

The Curriculum Development Office coordinates the development and update of the curricula and functions under the governance of the Rector of HEI “Hëna e Plotë” (Bedër) . The Office works in close cooperation with the departments and faculties of HEI “Hëna e Plotë” (Bedër) .

### II. Main duties and responsibilities:

1. organizes, coordinates and manages the work within the Office, by making the assignment of work for the Office staff as well as by supervising and ensuring the timely and effective completion of responsibilities by the Office staff;
2. ensures normal conditions for the effective functioning of the Office;
3. ensures a proper communication relationship with the Office staff by ensuring the continuation of work operations through transparency in the transmission of directives regarding the conduct of work by the said staff;
4. ensures the implementation of the Office’s work program by classifying the respective priorities;
5. analyses the state of play with regard to the fulfillment of duties and responsibilities by the Office, directly informs the General Secretary on the work carried out and opinions on these issues;
6. controls, analyses, evaluates and directly informs the General Secretary on the results concerning the work carried out by the Office staff and makes proposals on their further remuneration, qualification and promotion;
7. defines the work procedures and methodology as well as gives the necessary instructions and assistance to the Office staff aiming at the fulfillment of duties and responsibilities by them;

8. carries out the duties and responsibilities originating from the legal acts of the University in force, the respective job description and the work plans approved by the Rector;
9. controls, reviews and initials all the materials and correspondence prepared by the Office staff, prior to their submission to the General Secretary for signing;
10. supervises the compliance of the Office staff with the legal framework of the University;
11. manages the Curriculum Development Office;
12. monitors the process of the changes in the existing curricula;
13. checks the existing curricula for possible material or procedural errors;
14. informs about the changes through e-mail and in written form the concerned units of the University;
15. ensures the maintenance and continuous updating of the curricula database in Beder Information System (BIS) as well as in the official website of University;
16. carries out other duties and responsibilities given by the Rector.

### **III. Necessary knowledge and skills:**

The coordinator of Curriculum Development Office should:

- have completed at least undergraduate studies with a high GPA (over 8 out of 10) in one of the following departments: Political Science, International Relations, Law, Business Administration, Sociology or any other related department;
- have very good knowledge of English or Turkish language, both written and spoken;
- have very good analytical skills;
- have very good management skills;
- have very good written and spoken communication skills;
- have very good knowledge on basic computer programs such as MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet Explorer.

### **IV. Exercised supervision: (for the managing staff)**

The Coordinator of Curriculum Development exercises supervision over all the staff of the Office.

### **V. The level of supervision by the superior**

The coordinator of Curriculum Development Office works in an independent way under the direct supervision of the Rectorate.

### **VI. Delegated authority: (for the managing staff)**

In case of absence or inability of the Coordinator of Curriculum Development Office to exercise his/her duties and responsibilities, the Office is represented by a member of the staff designated by the Rectorate.

**VII.** The Coordinator of Office is replaced by: Another member of the Office

**VIII. Level and aim of contacts:**

The coordinator of the Curriculum Development Office help to ensure an effective functioning of the Office by contacting closely with department and faculties and manages the process of curriculum development at HEI "Hëna e Plotë" (Bedër) .

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The said job description aims at describing in a detailed manner the functions and duties for each job position at HEI "Hëna e Plotë" (Bedër) . The said personnel may be also asked to carry out other duties not included in this job description.

This job description has been drafted in compliance with the Statute, Basic Regulation and Regulation "On the administrative organization at HEI "Hëna e Plotë" (Bedër) , as amended.