



IDM invites applications from suitably qualified and experienced individuals for the following position tenable at Gaborone Campus.

**SENIOR LECTURER - EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (5 YEARS FIXED CONTRACT)**

The Institute of Development Management (IDM) was established in 1974 as a regional institution by the Governments of Botswana, Lesotho and Eswatini. IDM has shaped futures of many Batswana with Executive Development Courses and Long Term Training, and continue to achieve its mandate through helping the public and private organizations to meet their management needs through Education, Training, Research and Consultancy Services. IDM Botswana has campuses in Gaborone and Francistown.

IDM, therefore, invites applicants from suitably qualified and experienced individuals for the above position:

**DUTIES AND RESPONSIBILITIES**

**Main Purpose of the Job:**

To develop and deliver teaching and learning material across a range of interdisciplinary programmes or within a subject area. Senior Lecturers will undertake teaching, training, research and consultancy to support the four pillars of the Institute in accordance with institutional policies and procedures. Furthermore, they will provide administrative support as may be required.

**Major Task Headings:**

The incumbent will have the following responsibilities;

- Designs, prepares, and delivers lectures, tutorials, remedial lessons, workshops, and seminars.
- Prepares teaching materials for lectures on scheduled IDM courses for own and other departments.
- Develop and implement new methods of teaching to reflect developments in teaching and learning.
- Ensure the consultancy outcome meet client's requirements.
- Provide leadership in the development and review of the curriculum and learning programmes.
- Facilitate programme accreditation processes.
- Ensure that programme design and delivery comply with IDM's quality standards and regulations.
- To supervise students research projects
- To contribute to the body of knowledge through research, consultancy and publication
- To carry out administrative tasks that facilitate effective delivery of teaching and learning
- Set and mark tests and/or examinations. Submit results to relevant personnel within the set deadlines.
- Deliver non-credit bearing courses.

**QUALIFICATIONS**

Minimum requirement

- At least a Master's Degree in Early Childhood Education.
- Accreditation with BQA as Assessor and Moderator.

**Added Advantage**

- PhD
- Education Qualification
- Publication record

**EXPERIENCE**

A minimum of five (5) years relevant teaching, research and consulting experience is required.

**REQUIRED COMPETENCIES**

- Technical expertise
- Strong communication, impact and influence skills
- Interpersonal and customer relations orientation
- Decisiveness and assertiveness
- Critical and analytical thinking
- Business and results focused
- External environment awareness
- Planning and resource management
- Curriculum development

**REMUNERATION**

IDM offers a wide range of competitive benefits.

**APPLICANTS**

If you feel you meet the profile of the required candidate and you are interested in the job, you may submit your application including curriculum vitae, ID certified copies of academic records, and, three references to the:

Human Resource and Administration Manager  
Institute of Development Management  
P. O. Box 1357  
Gaborone  
Botswana

**Email to:**

[recruitment@idmbls.ac.bw](mailto:recruitment@idmbls.ac.bw)

**Closing Date: 15<sup>th</sup> March 2024**

**Closing Time: 1630hrs**

**NB: ONLY SHORTLISTED APPLICATIONS WILL BE RESPONDED TO.**