



IJN COLLEGE

We are looking for suitable and qualified candidate for the following position:

**LECTURER
DIPLOMA IN HEALTHCARE MANAGEMENT**

Responsibilities

- To provide didactic lectures, tutorials, practical and relevant teaching for students enrolled for Diploma in Healthcare Management Programme and suitable subjects for other programmes.
- To prepare the examination & assessment papers (if necessary) and to mark those papers.
- To compile and record relevant results of examinations and assessments.
- To assist the Program Coordinator in administrating, scheduling all teaching and relevant activities for Diploma in Healthcare Management Programme.
- To assist in planning, promoting and supports marketing activities to garner optimum enrollment of students or participants.
- Demonstrates good leadership qualities, provides support, supervision and guidance as well as maintaining effective communication.
- Aware of the currents issues involved in integrating high-quality teaching.
- Ensure compliance with policies of governing bodies. Monitors adherence to rules, regulations and procedures as stipulated by relevant governing bodies.
- Develops or assist in program budgets and integrate program costs into the organization-level budgets and financial forecasts.
- Works in close consultation with the Programme Coordinator and Senior Manager to enhance and achieve educational and financial goals. Ensures that costs are managed well without sacrificing the quality of the programs conducted.

Requirements

- Bachelor Degree in Healthcare Management or equivalent.
- Capable & competent in lecturing, good communication skills and computer literate.
- Minimum 2 years' experience in academic services.
- Good communication and interpersonal skill.
- Proficient in English and Bahasa Malaysia (verbal and written).

Closing Date

11th February 2020

Talent Acquisition Unit

Human Capital & Organizational Development

✉: career@ijn.com.my 🌐: www.ijn.com.my ☎: 03-2617 8200

    : career@IJN

**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**