

## Job Posting

<b>Job Title:</b>	<b>Program Development Specialist</b>
<b>Job ID:</b>	<b>10935</b>
<b>Location:</b>	Qatar
<b>Deadline:</b>	<b>September 24, 2019</b>
<b>Full/Part Time:</b>	Full-Time

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### *College of the North Atlantic – Qatar*

*The professional and personal experience of a lifetime!*

#### **Your dream**

The beautiful and culturally progressive State of Qatar is home to the world-class post-secondary institution, College of the North Atlantic – Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

With more than 600 staff and 3,000 students, CNA-Q is one of Qatar's largest post-secondary institutions offering over 26 diploma programs through student-centered learning. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of Qatar National Vision 2030.

#### **Your commitment**

The Program Development Specialist (PDS), under the direction of the Academic Manager of Program Development and Academic Quality (PDAQ), provides leadership in academic program development and program review initiatives, as well as pedagogical expertise in the development and revision of all CNA-Q credit, non-credit, and continuing professional education programs and courses. The PDS is tasked with the design, development, and review of programs and courses offered at CNA-Qatar to ensure they meet rigorous CNA quality standards, local ministerial bodies, and, where relevant, accrediting and certifying agencies. The Program Development Specialist conducts needs assessments, reviews literature, and facilitates focus groups and consultative meetings with students, alumni, industry, and subject-matter-experts, to elicit program and course feedback. The PDS manages the resources required to ensure the accuracy and academic quality of new and revised programs, courses, and delivery modules, as well as other educational initiatives. The PDS composes preliminary and comprehensive program proposals and other academic documentation related to programs and courses. The Program Development Specialist provides support in the development and implementation of policies, procedures, and guidelines governing the PDAQ, and maintains familiarity with CNA-Q admissions policy and program requirements.

### **Your qualifications**

A Master's of Education, with a focus in curriculum and instruction, and/or adult and workplace education, and five years of relevant work experience is required. Experience in post-secondary education with an in-depth knowledge of the principles of program design, program/curriculum development, accreditation, project management, adult teaching and learning strategies, and continuous improvement processes is essential. Demonstrated excellence in academic and technical writing, including the effective use of technology to manage and maintain documentation and version control under established quality guidelines and standards is required. Expertise in needs analysis, facilitation, and evaluation methods would be a definite asset. This position requires excellent organizational, time-management, problem-solving, decision-making, analytical, and data analysis skills. Excellent interpersonal, communication, and presentation skills with expert fluency in English are essential. Intercultural competence including intercultural sensitivity and adaptability, and the ability to conduct oneself appropriately and effectively in another culture, are essential. Knowledge of the CNA college system and its programs will be considered an asset.

### **Your move**

If you are a Canadian Citizen with excellent English language skills and are ready for a professional and personal adventure in the Middle East, we'd like to hear from you. **See our website <http://www.cna.nl.ca/careers/> to apply.**

Successful candidates must provide a recent Certificate of Conduct as well as ***original transcripts*** sent directly to our office from the institution(s).

**NOTE: Employment is contingent upon successful completion of the State of Qatar visa process.**

For more information on working and living in Qatar, please visit our website at <http://www.cna.nl.ca/qatar>.

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