

**International Business College Mitrovica (IBC-M)**

In accordance with the Statute of the International Business College Mitrovica, Art. 43, and the Law on Higher Education of the Republic of Kosovo 04L/37, IBC-M publishes the following:

**VACANCY ANNOUNCEMENT**

**For the selection and engagement of the following teaching staff in the academic year 2023/24 summer semester:**

**1. Part-time engaged Professor or Lecturer of group subjects in the field of Informatics, Computing and Communications (Professional Bachelor Level)– one (1) position**

The engaged lecturer will teach the following subjects: Data Structures and Algorithms, 6 hours per week (3 groups).

**Tasks and responsibilities include:**

- Preparing and conducting classes for selected subjects above in the English language.
- Student grading and evaluation.
- Development and quality assurance of courses in cooperation with the course team and with international partners.
- Participating in meetings with the team and management.
- Securing and sharing the newest knowledge from industry and theory.
- Design of new curricula and participation in the reaccreditation process of the programs.
- Conducting scientific and professional research and publishing.
- Participating in the Educational, Research, and Business projects and regional/international networking activities of the IBC-M.

**Requirements and skills:**

- Ph.D. or master's degree in the respective field of Informatics, Programming, and Communications.
- Work experience, preferably in teaching in a college or university.
- IT certification for professionals and IT user skills.
- Excellent English language skills, written and spoken, as mandatory request.
- Excellent Teaching Skills.
- The candidate who has completed studies abroad must also provide evidence of their diploma verification by the Ministry of Education, Science, Technology, and Innovation in Kosovo.
- The candidate must prove that he/she is not under police investigation or under any legal action by the court if requested.

**The candidates are required to submit the following documentation:**

1. Motivation letter
2. Biography (CV)
3. Copy of the diploma of bachelor studies, master's, and doctorate, notarized.
4. A notarized copy of the decision of diploma notification decision, for qualifications obtained outside Kosovo.
5. Birth certificate (not later than 6 month)
6. Certificate of citizenship or residence permit (for foreign citizens)
7. Contribution to scientific papers, monographs, educational texts, international scientific or artistic journal publications, active participation in national and international conferences, etc.
8. Proof of work experience and other professions related to the field of teaching.
9. The candidate who applies for several positions shall present only one set of documents.
10. The certificate issued by the Court proving that you are not under investigation.
11. Submitted documentation will not be returned.

**Interested candidates should send their documentation to the following email address:**

[ibcm\\_vacancy@ibcmilrovica.eu](mailto:ibcm_vacancy@ibcmilrovica.eu) or deliver it in person in a sealed envelope to the IBC-M Personnel office, located at Bislim Bajgora nn, 40000 Mitrovica.

In the subject field, please -insert the position for which you intend to apply, e.g.

*Subject: Professor of group subjects in the field of Informatics, Computing and Communications.*

The deadline to apply is **20<sup>th</sup> March, 2024.**