



University Academic Professionals

University academic professionals teach, conduct scientific research, and write and publish books and research papers in their chosen fields.

Optional Job Titles:					Basic Salary (monthly in MVR):	28,020		
<ul style="list-style-type: none"> • Professor • Visiting Professor • Reader • Adjunct Professor • Endowed Professor 								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2310	4	12	Educational Service	3	434	16,048	18,455	20,862
Licenses and professional trainings (recruiting institution to select depending on the job requirements)		<ol style="list-style-type: none"> 1. Registered and license issued by the Maldives Medical and Dental Council for basic and one additional qualification. 2. Registered and license issued by the Maldives Allied Health Council. 3. Registered and license issued by the Maldives Nursing & Midwifery Council. 4. Legal practice license issued by the Bar Council of the Maldives. 5. Certification of Hafiz. 6. Membership certificate of a professional accounting body recognized by the International Federation of Accounting (IFAC) as approved by the Maldives Qualification Authority. 7. In addition to the above licenses, a special license related to the field of teaching, if required. 						
Education qualification and work experience		<ol style="list-style-type: none"> 1. Maldives National Qualifications Framework level 7 AND level 9 AND level 10 qualifications in a related field of study, and minimum 8 years of relevant work experience. AND; 						



	<ol style="list-style-type: none"> 2. A minimum of 10 research articles published in Scopus indexed or equivalent research journals. AND; 3. Supervised or examined a minimum of 10 dissertations / theses of post-graduate students as principal supervisor. AND; 4. Reviewed a minimum of 6 articles for indexed research journals. AND; 5. Achieved the academic productivity standards set by the University.
Field of study (recruiting institution to select a field or fields depending on the job description)	<p>Educational fields related to the subject taught.</p>
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)	<p>Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.</p>
Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)	<ol style="list-style-type: none"> 1. Oversee the curriculum design and development of the courses offered by the faculty. 2. Design and teach courses and programs at various levels run by the faculty. 3. Conduct scientific research in the field of teaching, individually and in collaboration with others. 4. Participate in relevant conferences, give presentations and network with other professionals in the field. 5. Publish scientific research in academic journals. 6. Participate in scientific work of other universities and familiarize with innovative developments in the field. 7. Conduct professional development for university lecturers. 8. Formulate and implement strategies for improving the teaching activities of the University. 9. Participate in determining the academic policies of the University. 10. Introduce innovations in the light of scientific research to develop the field of teaching and conduct professional development programs for field workers. 11. Determine the academic standards to be followed in the design of various modules and convey those information to other professionals. 12. Work with senior management to establish a culture of learning and teaching at the University.



Optional Job Title:					Basic Salary (monthly in MVR):		24,530	
Associate Professor								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2310	4	11	Educational Service	3	380	14,049	16,156	18,263
Licenses and professional trainings (recruiting institution to select depending on the job requirements)		<ol style="list-style-type: none"> 1. Registered and license issued by the Maldives Medical and Dental Council for basic and one additional qualification. 2. Registered and license issued by the Maldives Allied Health Council. 3. Registered and license issued by the Maldives Nursing & Midwifery Council. 4. Legal practice license issued by the Bar Council of the Maldives. 5. Certification of Hafiz. 6. Membership certificate of a professional accounting body recognized by the International Federation of Accounting (IFAC) as approved by the Maldives Qualification Authority. 7. In addition to the above licenses, a special license related to the field of teaching, if required. 						
Education qualification and work experience		<ol style="list-style-type: none"> 1. Maldives National Qualifications Framework level 7 AND level 9 AND level 10 qualifications in a related field of study, and minimum 6 years of relevant work experience. AND; 2. A minimum of 5 research articles published in Scopus indexed or equivalent research journals. AND; 3. Supervised or examined a minimum of 5 dissertations / theses of post-graduate students as principal supervisor. AND; 4. Reviewed a minimum of 3 articles for indexed research journals. AND; 5. Achieved the academic productivity standards set by the University. 						
Field of study (recruiting institution to select a field or fields depending on the job description)		Educational fields related to the subject taught.						



Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)	<p>Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.</p>
Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)	<ol style="list-style-type: none"> 1. Oversee the curriculum design and development of the courses offered by the faculty. 2. Design and teach courses and programs at various levels run by the faculty. 3. Determine the academic standards to be followed in the design of various modules and convey those information to other professionals. 4. Liaise with university officials in developing strategies for student development and enhancement. 5. Play a leading role in formulating the academic policies of the University. 6. Work to introduce innovative new ways of determining the quality of teaching. 7. Conduct scientific research in the field of teaching, individually and in collaboration with others. And present such research at seminars, workshops or conferences. 8. Strengthen relations with national and international bodies for the scientific development of the field of teaching and to work for the development of the University with the help of such relations.



Optional Job Titles:					Basic Salary (monthly in MVR):		21,432	
• Assistant Professor			• Senior Research Fellow					
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2310	4	10	Educational Service	3	332	12,275	14,116	15,957
Licenses and professional trainings (recruiting institution to select depending on the job requirements)		<ol style="list-style-type: none"> Registered and license issued by the Maldives Medical and Dental Council for basic and one additional qualification. Registered and license issued by the Maldives Allied Health Council. Registered and license issued by the Maldives Nursing & Midwifery Council. Legal practice license issued by the Bar Council of the Maldives. Certification of Hafiz. Membership certificate of a professional accounting body recognized by the International Federation of Accounting (IFAC) as approved by the Maldives Qualification Authority. In addition to the above licenses, a special license related to the field of teaching, if required. 						
Education qualification and work experience		<ol style="list-style-type: none"> Maldives National Qualifications Framework level 7 AND level 9 AND level 10 qualifications in a related field of study, and minimum 4 years of relevant work experience. AND; At least 3 articles published in a peer reviewed research journal. 						
Field of study (recruiting institution to select a field or fields depending on the job description)		Educational fields related to the subject taught.						
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.						

Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)

1. Teaching courses run by the faculty, conducting tutorials, practical classes, demonstrations, workshops, student field visits and clinical sessions.
2. Subject coordination and course coordination.
3. Assist in the formulation of academic policies of the University.
4. Assist in curriculum design and development of courses run by the faculty.
5. Review, prepare, assess and invigilate assessment of subjects taught.
6. Conduct and publish scientific research individually and in collaboration with other professionals.
7. Determine the academic standards to be followed in the design of various modules and convey those information to other professionals.
8. Identify research activities related to the faculty and undertake such research.
9. Design new curricula and revise existing curricula.
10. Develop and implement quality courses required for the labour market and national development, and take initiatives to establish sound academic standards at the faculty.
11. Take appropriate actions to work towards improving the quality of teaching.
12. Make necessary changes to ensure that the teaching materials required by the students are in line with the curriculum.
13. Undertake administrative work related to the subjects taught and self-service work related to the students' studies.
14. Conduct discussion meetings with students.
15. Attend meetings and committees of the university and faculties.
16. In addition to teaching, participate in relevant professional activities in faculty and university.
17. Assist the management in proposing, approving and implementing new education policies in resolving issues encountered.
18. Assist management in developing the knowledge and skills of junior staff.



Optional Job Titles:					Basic Salary (monthly in MVR):		18,503	
• Senior Lecturer			• Lead Instructional Designer		• Research Fellow			
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2310	4	9	Educational Service	3	287	10,597	12,187	13,777
Licenses and professional trainings (recruiting institution to select depending on the job requirements)		<ol style="list-style-type: none"> Registered and license issued by the Maldives Medical and Dental Council for basic and one additional qualification. Registered and license issued by the Maldives Allied Health Council. Registered and license issued by the Maldives Nursing & Midwifery Council. Legal practice license issued by the Bar Council of the Maldives. Certification of Hafiz. Membership certificate of a professional accounting body recognized by the International Federation of Accounting (IFAC) as approved by the Maldives Qualification Authority. In addition to the above licenses, a special license related to the field of teaching, if required. 						
Education qualification and work experience		<ol style="list-style-type: none"> Maldives National Qualifications Framework level 7 AND level 9 AND level 10 qualifications in a related field of study. OR; Maldives National Qualifications Framework level 7 AND level 9 qualifications in a related field of study, and minimum 6 years of relevant work experience. AND, achieved the academic productivity standards set by the University. 						
Field of study (recruiting institution to select a field or fields depending on the job description)		Educational fields related to the subject taught.						



<p>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</p>	<p>Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.</p>
<p>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</p>	<p><u>Senior Lecturer</u></p> <ol style="list-style-type: none"> 1. Teaching courses run by the faculty, conducting tutorials, practical classes, demonstrations, workshops, student field visits and clinical sessions. 2. Subject coordination and course coordination. 3. Review, prepare, assess and invigilate assessment of subjects taught. 4. Conduct and publish scientific research individually and in collaboration with other professionals. 5. Identify research activities related to the faculty and undertake such research. 6. Design new curricula and revise existing curricula. 7. Develop and implement quality courses required for the labour market and national development, and take initiatives to establish sound academic standards at the faculty. 8. Take appropriate actions to work towards improving the quality of teaching. 9. Make necessary changes to ensure that the teaching materials required by the students are in line with the curriculum. 10. Undertake administrative work related to the subjects taught and self-service work related to the students' studies. 11. Conduct discussion meetings with students. 12. Attend meetings and committees of the university and faculties. 13. In addition to teaching, participate in faculty and university related professional activities. 14. Assist the management in proposing, approving and implementing new education policies in resolving issues encountered. 15. Assist management in developing the knowledge and skills of junior staff. <hr/> <p><u>Lead Instructional Designer</u></p> <ol style="list-style-type: none"> 1. Lead the instructional designer team. 2. Assign, supervise and evaluate work for instructional designers. 3. Undertake classes and tutorials on an assigned subject. 4. Research the latest teaching methods and prepare and present papers on them.



5. Research on the use of blended learning and educational technology in higher education.
6. Identify and recommend ways in which emerging instructional technologies can be used in teaching.
7. Assist instructors or course designers in using a variety of resources (including various media and online resources) to guide them.
8. Provide advice on different methods of instruction and the most appropriate methods of learning and teaching.
9. Provide recommendations on maintaining standards on blended delivery, accessibility and copyright.
10. Conduct professional development training for new blended course instructors.
11. Orient instructors on blended learning courses.
12. Manage instructional designers' projects.
13. Identify international best practices and make recommendations and suggestions to the management on new ways to implement them in the university.
14. Advise and discuss the most successful and facilitative ways to combine the face-to-face classroom and online learning management system in course design.
15. Advise course designers or lecturers on matters relating to course content. (e.g. accessibility (available to all), readability (clear and easy to read), students use the content in a way that achieves learning goals)
16. Formulate budget and manage project funding under University rules and regulations.
17. Check and ensure with Graphic / Multimedia Staff or SME (Subject Matter Expert) that course content is uploaded to Moodle.
18. Use quality assurance instruments to ensure that the course is implemented as designed.
19. Plan and participate in sessions to review the instructional design process.
20. Conduct regular review sessions to monitor and evaluate the progress of blended courses.
21. Ensure that the course materials are completed. These include copyright permissions, course packages, welcome letters, class fact sheets, etc.
22. Provide materials/tutorials for geographical and transactional distance learning to students through the Library, Student Services and Student Support.
23. Obtain copyright permission for materials to be used in the course.
24. Design, implement and evaluate blended courses offered at the University and take necessary steps to improve the quality of courses.



Optional Job Titles:				Basic Salary (monthly in MVR):		17,808		
<ul style="list-style-type: none"> • Lecturer • Maritime Instructor • Instructional Designer • Research Associate 								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2310	4	8	Educational Service	3	225	8,311	9,558	10,805
Licenses and professional trainings (recruiting institution to select depending on the job requirements)			<ol style="list-style-type: none"> 1. Registered and license issued by the Maldives Medical and Dental Council for basic and one additional qualification. 2. Registered and license issued by the Maldives Allied Health Council. 3. Registered and license issued by the Maldives Nursing & Midwifery Council. 4. Legal practice license issued by the Bar Council of the Maldives. 5. Certification of Hafiz. 6. Membership certificate of a professional accounting body recognized by the International Federation of Accounting (IFAC) as approved by the Maldives Qualification Authority. 7. In addition to the above licenses, a special license related to the field of teaching, if required. 					
Education qualification and work experience			<ol style="list-style-type: none"> 1. Maldives National Qualifications Framework level 7 qualification in a related field of study, followed by a level 9 qualification in that field. AND minimum 2 years of relevant work experience. OR; 2. Captain's Certificate of Competency from a Maritime Navigation College with 2 years' work experience in the field of work. OR; 3. Chief Engineer Certification from a Maritime Navigation College with 3 years' experience in the field of work. 					



<p>Field of study (recruiting institution to select a field or fields depending on the job description)</p>	<p>Educational fields related to the subject taught.</p>
<p>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</p>	<p>Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.</p>
<p>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</p>	<p><u>Lecturer</u></p> <ol style="list-style-type: none"> 1. Teaching and coordinating the prescribed subjects and courses. 2. Consider ways to improve the quality of teaching subjects. 3. Make necessary changes to ensure that the teaching materials needed by the students are in line with the curriculum. 4. Review, prepare, assess and invigilate assessment of the subjects taught. 5. Undertake administrative work related to the subjects taught and self-service work related to the students' studies. 6. Design new curricula and revise existing curricula. 7. Attend meetings and committees of the university and faculties. 8. In addition to teaching, participate in faculty and university related professional activities and promote the university. 9. Identify research activities related to the faculty and undertake such research. 10. Conduct and publish scientific research individually and in collaboration with other professionals. <hr/> <p><u>Instructional Designer</u></p> <ol style="list-style-type: none"> 1. Undertake classes and tutorials on an assigned subject. 2. Research the latest teaching methods and familiarize with such methods. 3. Research on the use of blended learning and educational technology in higher education. 4. Identify and recommend ways in which emerging instructional technologies can be used in teaching. 5. Assist instructors or course designers in using a variety of resources (including various media and online resources) to guide them.



6. Provide advice and discussion on different methods of instruction and the most appropriate methods of learning and teaching.
7. Provide recommendations on maintaining standards related to blended delivery, accessibility and copyright.
8. Conduct professional development training for new blended course instructors.
9. Orient instructors on blended learning courses.
10. Manage projects: This includes holding meetings, preparing agendas, creating timelines and assigning work to team members.
11. Advise and discuss the most successful and facilitative ways to combine the face-to-face classroom and online learning management system in course design.
12. Advise course designers or teachers on matters relating to course content. (e.g. accessibility (available to all), readability (clear and easy to read), students use the content in a way that achieves learning goals)
13. Check and ensure with Graphic / Multimedia Staff or SME (Subject Matter Expert) that course content is uploaded to Moodle.
14. Design and implement course using quality assurance instruments.
15. Plan and participate in sessions to review the instructional design process.
16. Conduct regular review sessions and monitor and evaluate progress of blended courses.
17. Ensure that all materials for the course in place prior to commencement. That includes copyright permissions, course packages, welcome letters, class fact sheets, etc.
18. Provide materials/tutorials for geographical and transactional distance learning to students through the Library, Student Services and Student Support.
19. Obtain copyright permission for materials to be used in the course.
20. Design, implement and evaluate blended courses offered at the University and take necessary steps to improve the quality of courses.



Optional Job Titles:				Basic Salary (monthly in MVR):		15,829		
<ul style="list-style-type: none"> • Associate Lecturer • Associate Maritime Instructor • Associate Instructional Designer • Graduate Research Assistant 								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
2310	4	8	Educational Service	3	200	7,387	8,495	9,603
Licenses and professional trainings (recruiting institution to select depending on the job requirements)		<ol style="list-style-type: none"> 1. Registered and license issued by the Maldives Medical and Dental Council for basic and one additional qualification. 2. Registered and license issued by the Maldives Allied Health Council. 3. Registered and license issued by the Maldives Nursing & Midwifery Council. 4. Legal practice license issued by the Bar Council of the Maldives. 5. Certification of Hafiz. 6. Membership certificate of a professional accounting body recognized by the International Federation of Accounting (IFAC) as approved by the Maldives Qualification Authority. 7. In addition to the above licenses, a special license related to the field of teaching, if required. 						
Education qualification and work experience		<ol style="list-style-type: none"> 1. Maldives National Qualifications Framework level 7 qualification in a related field of study, followed by a level 9 qualification in that field. OR; 2. Maldives National Qualifications Framework level 7 qualification in a related field of study, followed by minimum 4 years of relevant work experience. OR; 3. Maldives National Qualifications Framework level 6 qualification in Maritime (Nautical / Engineering), and minimum 5 years of seafaring work experience. 						



<p>Field of study (recruiting institution to select a field or fields depending on the job description)</p>	<p>Educational fields related to the subject taught.</p>
<p>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</p>	<p>Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.</p>
<p>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</p>	<p><u>Associate Lecturer</u></p> <ol style="list-style-type: none"> 1. Teaching the prescribed subjects. 2. Assist in formulating the academic policies of the University. 3. Conduct tutorial and practical classes, demonstrations and student field visits. 4. Participate in technical activities. 5. Preparation, marking, assessment and invigilation of examinations of the subjects taught. 6. Perform administrative duties related to the subjects taught. 7. Discuss with students about their academic affairs. 8. Prepare teaching materials for students. 9. Coordinate the subject. 10. Conduct scientific research on the subject taught. 11. Strive to maintain student and workplace standards. <hr/> <p><u>Associate Instructional Designer</u></p> <ol style="list-style-type: none"> 1. Undertake classes and tutorials on an assigned subject. 2. Assist in researching the latest teaching methods and familiarize with such methods. 3. Research on the use of blended learning and educational technology in higher education. 4. Identify and recommend ways in which emerging instructional technologies can be used in teaching.



5. Assist instructors or course designers in using a variety of resources (including various media and online resources) to guide them.
6. Provide advice and discussion on different methods of instruction and the most appropriate methods of learning and teaching.
7. Provide recommendations on standards related to blended delivery, accessibility and copyright.
8. Support professional development training for new blended course instructors.
9. Assist in orienting instructors on blended learning courses
10. Conduct meetings, prepare agendas, create timelines and work as a team member under the guidance of the supervisor in project management.
11. Design the most successful and facilitative ways to combine the face-to-face classroom and online learning management system in course design.
12. Advise course designers or teachers on matters relating to course content. (e.g. accessibility (available to all), readability (clear and easy to read), students use the content in a way that achieves learning goals)
13. Check and ensure with Graphic / Multimedia Staff or SME (Subject Matter Expert) that course content is uploaded to Moodle.
14. Design and implement course using quality assurance instruments.
15. Participate in sessions to review the instructional design process.
16. Assist in conducting regular review sessions and monitor and evaluate progress of blended courses.
17. Ensure that all course materials are in place prior to commencement.
18. Provide materials/tutorials for geographical and transactional distance learning to students through the Library, Student Services and Student Support.
19. Assist in obtaining copyright permission for materials to be used in the course.
20. Design, implement and evaluate blended courses offered at the University and take necessary steps to improve the quality of courses.



Optional Job Titles:						Basic Salary (monthly in MVR):		13,964	
<ul style="list-style-type: none"> • Assistant Lecturer • Senior Tutor • Assistant Instructional Designer • Assistant Maritime Instructor 									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
2310	4	7	Educational Service	3	176	6,517	7,495	8,473	
Licenses and professional trainings (recruiting institution to select depending on the job requirements)		A special license, if required, in relation to the field of teaching.							
Education qualification and work experience		<ol style="list-style-type: none"> 1. Maldives National Qualifications Framework level 7 qualification in a related field of study. OR; 2. Maldives National Qualifications Framework level 5/6 qualifications in a related field of study, and minimum 2 years of relevant work experience. OR; 3. Certificate of Competency of Officer in Charge of Navigational Watch / Officer in Charge of Engineering Watch from a college under STCW 95, and minimum 2 years of relevant work experience. 							
Field of study (recruiting institution to select a field or fields depending on the job description)		Educational fields related to the subject taught.							
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		Work experience in teaching at higher education institutions; teaching and knowledge development work in various fields; experience gained in the relevant industry; practical experience in the work related to the subject taught; research and publication work related to the subject taught.							



Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)

1. Teaching and assisting during teaching sessions.
2. Conduct tutorial and practical classes, demonstrations and student field visits.
3. Participate in technical activities.
4. Preparation, marking, assessment and invigilation of examinations of the subjects taught.
5. Perform administrative duties related to the subjects taught.
6. Discuss with students about their academic affairs.
7. Prepare teaching materials for students.
8. Coordinate the subject.
9. Strive to maintain student and workplace standards.

