



## Job Posting

<b>Job Title:</b>	<b>Program Development Coordinator</b>
<b>Job ID:</b>	<b>7807</b>
<b>Location:</b>	Qatar
<b>Deadline:</b>	September 11, 2016
<b>Full/Part Time:</b>	Full-Time
<b>Employment Type:</b>	Fixed Term

### Job Information

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.

The college in Qatar is owned by the State but as part of the Comprehensive Agreement, operates as College of the North Atlantic-Qatar. With more than 600 staff and 2,400 students, CNA-Q is one of Qatar's largest post-secondary institutions. 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*.

**DUTIES:** The Program Development Coordinator, under the direction of the Chair, Program Development, will provide leadership in program development initiatives and will provide technical and pedagogical expertise in the implementation of new and revised programs; Coordinate the program design, development and review of programs to be offered at CNA-Qatar ensuring they meet the strict quality guidelines of CNA; Coordinate the development and quality control of the learning resources and modules for delivery of current programs and new programs to be developed; Coordinate the development of modularized curriculum for the increased contract training offerings to industry clients; Manage the resources required for development in both regular and contract programs and ensure accuracy and quality of all development. Review all outgoing documentation and provide editing services as required. The Program Development Coordinator will also conduct needs assessments on new program initiatives that have been identified, facilitate the development of program proposals, course outlines and learning resource identification. The Program Development Coordinator will work with various teams, committees, and content experts to facilitate program development and provide expertise on various educational frameworks as it pertains to program design, development and review, as assigned.

### The successful candidate possesses these qualifications and competencies:

A degree in Education and five years of relevant work experience is required. A Master's degree would be a definite asset. Experience in post-secondary education with an in-depth knowledge of the principles of program design, program/curriculum development, project management, adult learning, teaching and learning strategies and continuous improvement processes is essential. Demonstrated expertise in needs analysis, facilitation, and evaluation methods would be a definite asset, along with experience working in a TAFE environment. This position requires excellent organizational skills, independent thinking, the capacity to establish effective working relationships, and a strong commitment to working in a team and learner-centered environment. Excellent interpersonal, communication and presentation skills are essential along with technical writing and document production skills to ensure presentations and documentation meet high quality assurance standards. 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.

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

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.**

If called for an interview, you must send **original transcripts** directly to our office from the institution(s) prior to the interview. Successful candidates must provide a recent Certificate of Conduct.

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

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