

**JOB TITLE: - Public Health Instructor**

**Level: 6<sup>th</sup>**

**Nature of Employment:** Full-Time

**Qualification:** -HA and BPH with NHPC Registered

**Location:** AMDA institute of Health Science

**Reporting to:** Principal

**Our innovative and growing college is searching for experienced candidates for the position of Instructor (Public Health). If you are looking for an exciting place to work, please look at the list of responsibilities below.**

**Responsibilities**

- Ensure quality educations & training
- Assist in developing master plan and monthly plan of the program
- Conduct theoretical and practical classes according to the class routine
- Prepare daily lessons required teaching materials such as syllabus, homework assignments, and hand-outs in advance.
- Evaluate student timely by using evaluation tools according to rotation plan and duty roster
- Check regular attendance records of students, logbook other required records and give suggestions according to need
- Prepare question paper to conduct internal exam
- Evaluate and grade students' class work & assignments.
- Counsel students on academic or career matters.
- Solve the arising problems and provide necessary suggestions/ guidance to the students/ program
- Review progress of each student in academic & clinical areas, encourage for professional growth
- Complete the clinical task according to curriculum on prescribed time
- Help the students to be disciplined and make the college administration dignified.
- Initiate conferences with students encountering clinical difficulties.
- Assist in preparing monthly and daily reports of running activities to the head of department, clarify if needed
- Provide access to students through posted office hours physically
- Communicate objectives for the student's performance to the clinical facility administration and nursing staff.
- Make continuous efforts to improve the quality of instruction by reviewing utilizing innovative methodologies techniques and delivery methods.
- Does self-evaluation and change self as required by obtaining feedback from students, colleagues & administration
- Assist with department strategies planning and outcomes assessment
- Be always honest and loyal to the organization. Perform activities within the policy and rules of the organization

**Note: - Work experience and relevant training will be preferred.**