

Program Director - Job Description

Location - Dubai, UAE

Who we are...

Genesis is a dynamic, fast growing and innovative organisation. We provide effective Financial Education and Training to a broad range of clients and individuals. Our passion for teaching has, in a short space of time, built an enviable reputation for lively, interactive and high quality courses. We are known for our highly effective learning methodologies, delivered by a panel of professionally certified faculty. Enthused by our success, Genesis is now looking for a full time faculty to help us expand across products and geographies.

Working for Genesis...

If you are looking for a fast paced organisation where innovative ideas are actively encouraged and implemented, the entire team have a passion for education and development and new technologies are sought out and embraced, then Genesis is the place for you.

We'll provide you with initial orientation sessions, ongoing training and development, regular 360 performance reviews based on achievable objectives and opportunities to travel across the MEA region as we grow.

For the Genesis Team, achieving educational excellence is our passion, so coming to work is not a chore... we work hard because we enjoy it. We also recognise a healthy work/life balance as a top priority, so we're flexible to your needs and commitments outside of work.

Position objectives

- Primary: To design and deliver highly effective lectures in finance and accounting, either to prepare students for specific professional certifications (such as CFA, FRM and ACCA), or as part of corporate training programs
- Secondary: Manage the administrative and other processes related to the primary objective

Responsibilities

The responsibilities of the Program Director include but are not limited to:

- Delivering high quality lectures in finance and accounting
- Working with Management to design new courses in the finance and accounting domain including topic areas, class and faculty scheduling
- Developing, implementing and reviewing an effective learning process incorporating appropriate methodology, technology, and other tools
- Developing Genesis course material and study tools for the various courses we offer
- Working in partnership with client-facing Consultants on student counselling
- Participating in recruitment, training and mentoring of new and Adjunct faculty
- Monitoring the quality of teaching across the whole faculty that is simplified, lively, relevant, engaging and (ultimately) highly effective
- Ensuring that student feedback is captured on time across all courses
- Ensure that student feedback is analysed and prompt action taken where necessary
- Ensuring that student Key Performance Indicators (attendance, practice tests, mock exams, assignments) are tracked and communicated to students and/or sponsors regularly and that students who fall behind are counselled

- Remaining current in his/her discipline and updating course content when appropriate to reflect the current levels of knowledge in the discipline

Essential skills and attributes

- Ability to explain both basic and difficult concepts clearly
- Ability to convey the competence in subject matter and confidence in one's ability to teach
- Ability to help students understand the general principles underlying a particular lesson
- Ability to put a specific lesson into larger context, relating it to real examples and/or case studies
- Effective interpersonal skills; ability and willingness to interact with others, inspire trust and confidence
- Effective use of common instructional aids, including audiovisual techniques
- Ability to provide constructive feedback to students
- Awareness of the strengths and limitations of various means for evaluating teaching performance
- Ability to adjust lesson plan in real-time based on information garnered from student questions
- Ability to foster an effective learning environment including showing respect for the student, encouraging their intellectual growth and providing a role model for scholarship and intellectual vigor
- Passion for learning and sharing knowledge
- Excellent spoken and written English
- Ability to take ownership of a task from start to finish
- Cheerful and positive attitude

Qualifications

- CFA Charterholder and/or a Qualified Accountant (ACA, CPA, ACCA, ACMA)

Experience

- Essential: At least 5 years of work experience within finance/investments
- Desirable: At least 2 years of teaching experience

Others

- Willingness to travel within Middle East, Asia and Africa

If you would like to be considered for this position, please send your CV to careers@genesisreview.com with a cover letter stating why you feel you would be the ideal candidate for this exciting opportunity. Please ensure you quote the job reference in the subject line of your e-mail.