

Job description

About Us

- Kaplan Genesis is a fast-growing financial training company that is the market leader in CFA training in the UAE and the GCC
- We offer the widest range of CFA courses in the GCC and we are the only provider offering prep courses for all 3 levels in the GCC
- Kaplan Genesis is also a growing name in non-CFA financial training and our products are Executive Education (public courses) and Bespoke Training (in house programs)
- We are extremely focused on delivering high quality classes loaded with technical insight, learning, interaction and a dash of fun!

Position

Full Time CFA Instructor/Faculty

Location

Abu Dhabi

Reporting To

Managing Director

Key Responsibilities

The responsibilities of the Instructor include but are not limited to:

- **Delivering** consistently high-quality lectures, CFA and non-CFA, both in a live classroom environment as well as online (recorded sessions)
- **Suggesting and designing** new courses that are appropriate for the market
- **Developing** or manage development of course content (slides, questions, case studies etc.) for the various courses
- **Managing a Course** from end to end including:
 - ✓ Market research on demand and supply
 - ✓ High level financial feasibility with suggested pricing etc.
 - ✓ Liaising with Governing Bodies (e.g. CFA Institute) and accreditation agencies
 - ✓ Liaise with the operations team on the scheduling etc. of the course
 - ✓ Keep track of sales and marketing progress
 - ✓ Writing the content for all the marketing collateral needed to launch the course e.g. website, emailers, brochures etc.

- **Marketing** of courses by preparing and delivering presentations to potential corporate clients
- **Counselling** students before they join any course
- **Mentoring** students during the course
- **Remaining** always current in his/her discipline

Essential Skills

A strong urge for working with and helping people; must be a people's person

- Ability to explain difficult concepts quickly and clearly
- Excellent spoken and written English language skills
- Ability to take ownership of a task from start to finish
- Cheerful and positive attitude. Must have a well-developed sense of humour

Qualifications

- **Essential:** Charter from the CFA Institute in the US
- **Desirable:** Certified Public Accountant (CPA) from the American Institute of Certified Public Accountants, Chartered Accountant from the Association of Certified Chartered Accountants (ACCA) or the Institute of Chartered Accountants of India (ICAI)

Experience

- At least 2 years' full-time work experience
- At least 1 years' recent experience of part time or full-time experience teaching CFA or other finance/banking/investment courses in a live classroom environment

Competencies Required

- Ability to convey competence in subject matter and confidence in ability to teach
- Ability to put a specific lesson into larger context
- Ability to adjust lesson plan on the fly based on information garnered from student questions
- Be innovative when designing and delivering learning
- Passion for learning and sharing knowledge and to keep improving

Others

- Willingness to travel (and stay for short periods) within Middle East, Asia and Africa