Solomon Islands National University Job Description	
Title	**Assistant Lecturer Mathematics and Computer Applications**
Incumbent Name:	
School/Department:	School of Natural Resources and Applied Sciences
Band/Grade:	2
Category:	Academic
Reporting position:	Dean of School
Direct reports:	None

Summary of Duties
- Assists in the delivery of curriculum.   - Plans and delivers learning experiences to meet course objectives.   - Leads student tutorials.   - Prepares relevant student assessment and marking of these assessments and final examinations.   - Assists in the development of instructional materials.   - Involved in student consultations,   - Assists in research.   - Supports the delivery of Distance, Flexible Learning (DFL) Education and assists in the development of DFL materials.

Main Duties and Responsibilities	
Key tasks	**Teaching and learning** - To deliver learning instructions, prepare lesson plans in area of mathematics and computer skills. - To have expert knowledge of entire syllabus' curriculum in the areas of mathematics and computer skills. - To assist in the review of course content and materials on a regular basis, updating and refining it in order to ensure that it is applicable to Solomon Islands context. - To develop and apply innovative and appropriate teaching techniques and materials that creates interest, understanding and enthusiasm amongst students. To transfer knowledge including practical skills, methods and techniques to students. - To ensure that course design and delivery comply with the quality standards and regulations of the University. - To assist in the supervision of student projects, field trips and, where appropriate student work placements. - To participate in the school Distance and Flexible Learning (DFL) education and outreach programs. - To write, prepare and mark assignments and examinations and provide feedback to students in a timely manner. - To ensure that the teaching content and methods of delivery are in

	accordance with equal opportunities, and respond to issues relating to staff and student needs. • To monitor and maintain print stock level and current master copies for printing. **Research** • To assist in the development and implementation of school research projects. • To assist through writing and contributing to publications or disseminate research findings. • To make presentations or exhibitions at national and international conferences and other similar events. • To maintain current professional knowledge. • Have knowledge of statistical packages used for data analysis in own area of expertise. • To assist in the supervision of students' research projects in area of expertise; and provide feedback to students. **Teamwork** • To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration. • Regular contact and liaison with students to teach and provide support. • To act as a personal mentor to students. • To participate in teams within specific areas of responsibility. **Student & Staff Counseling** • To be responsible for dealing with referred issues for students within own educational programs. • To act as personal tutor, giving first line support. • To provide first line support for students, referring them to sources of further help if required. • To monitor student performance by requesting feedback and providing advice. • To maintain the health and safety in programs and the University as a whole.
Dimensions	**Problem Solving and Impact** • To resolve problems affecting the delivery of courses in accordance with University regulations. • To contribute to decisions, which have an impact on other related courses. • To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters. • To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas. **Resource Management** • To contribute to the overall management of the department in areas such as budget management and business planning. • To participate in departmental level strategic planning

	• To contribute to the management of quality, audit and other external assessments. **Working Environment** • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in an academic context.
Measures of Effectiveness	• Class quiz, practical exercises, exams and course results. • Teaching notes, aids, and equipment designed and developed. • Examination papers produced. • Course Outline completed/reviewed. • Number of research reports and publications contributed towards. • Course Units or Modules for distance education contributed towards its development, taught, supervised and reviewed. • Course Results, Students Attendance, Morale and feedback. • Training facilities and resources improvements. • New course materials, for teaching purposes assisted in its development. • Exams results, evaluation reports from students. **Decision Making Authority** • Resolution of student/staff complaints. • Provision of advice to staff. • Support in the development of budget for yearly training delivery requirements.
General Responsibilities	• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues. • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment .
Qualifications required	Relevant Bachelor's Degree in Mathematics, Applied Statistics, Computer Science or other related field and at least one or two years of work experience.
Experience	**Essential to the Position:** • Wide breadth and depth of specialist knowledge in own area of expertise. • Understanding of different teaching and learning methods. • Computer proficiency in the standard packages (word processing, e-mail and internet use, spreadsheets). • Competency in the use of statistical packages in own area of expertise. • Bachelor's Degree in Mathematics, Applied Statistics, Computer Science or related field. • Ability to manage time wisely and be able to multi-task effectively. • Ability to work independently with minimum supervision.
Most frequent Contacts	Dean of School Head of Department Departmental staff Administrative staff Students

Document History	
Approval Date/Date of Classification	
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Signatures	
Manager	
Employee	
HRM	

Solomon Islands National University

Terms and Conditions for Band 2 of the University Salary Structure

Employment Type: Three (3) years Fixed Term

Salary: Range between **SBD$62,000 – SBD$93,000** per annum gross before tax, commensurate with the University's Qualification Requirements and Relevant experience.

Gratuity: 15% of annual salary per annum. This is paid to employee bi-annually, in June and December.

Housing Allowance: University Housing or Market rental at value to be determined by University according to University Housing Policy.

Annual Leave: 30 Calendar Days per annum.

Leave Passage: Entitled to annual return fares for employee and legal dependants to registered home of the employee.

Other benefits: Other conditions and benefits according to SINU Staff terms and conditions of Employment

Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.