



Applications are invited for the position of **Tutor of the Faculty of Science and Technology**

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| Title | Tutor in Electrical Engineering |
| Institute/Department | Faculty of Science and Technology |
| Band | 1 |
| Category | Academic Management |
| Reports to | Dean of Faculty of Science and Technology |
| Location/Campus | Kukum Campus |
| Direct reports | Heads of Schools |

Summary of Duties

Provide teaching, tutorial, assessment, class supervision and unit consultation for classes for trade classes.

Main Duties and Responsibilities of a Tutor:

Teaching and learning

- Conduct lecturers and tutorial for classes
- To deliver practical trainings for classes with the lecturers and assistance lecturers
- To prepare Lesson plans,
- Conduct class assessments
- Model industry standards in practice, behaviour and in the workshop training environment
- Liaise with lecturer and assistance lecturers to develop all enrolled class lists.
- To have an expert knowledge of curriculum and competency base training.
- To write, prepare and mark class assessment and provide feedback to students.
- To work with coordinator to prepare and provide print materials ready for classes
- Submit class assessment to departments for approval
- Assist lecturers and assistance lecturers in preparing teaching aids and class materials for practical classes.
- To maintain Health and Safety in programs and College as a whole

Other roles

- Issuing and checking of tools and equipment when in use.
- Immediately report any lost or damaged tool to the Lecturer in charge, the course leader and head of department.
- Work with lecturers and assistance lecturers to keep training areas of workshop clean and tidy.
- Assist students in following the correct procedure of acquiring tools and equipment from the store. Make sure students returns tools after each class.
- Carry out any other roles delegated by Lecturers, assistance lecturers and course leader.

Teamwork

- Regular contact and liaison with students to teach and provide support.
- To participate with the team in your trade areas.

Student & staff counselling

- To act as personal tutor, giving first line support.
- Help students with their class learning activities
- Work with lecturers to monitor course and student performance by requesting feedback and providing advice

Dimensions

Problem solving and impact

- Not applicable

Resource management

- Under supervision of Lecturer, coordinator or HOD

Working Environment

- To be aware of the risk and reducing hazards (depending on area of work and level of training received) within the work environment.
- To understand and apply the principles of equality of opportunity in an academic context.

Measures of Effectiveness

- Successful completion of class practical learning activities, exams and course results.
- Teaching notes, aids, and equipment designed and developed.
- Course Results, Students Attendance, Morale and feedback
- Training facilities is always ready for teaching and learning and tools, equipment and resources are available for teaching.

General Responsibilities.

- To adhere to the SINU'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.

Minimum Qualifications Requirement.

Certificate 4 in Relevant trade, qualification and experience in store management plus teaching certificate, with more than three years industrial work experience.

Experience

Essential to the position:

- Wide knowledge of relevant trade area
- Understanding of different teaching and learning methods
- Three years of work/industry experience and 1 years teaching experience.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)

Terms and Conditions

The position of Tutor is for three (3) years under an employment contract. The contract is renewable subject to good performance. The salary package comprises cash payments and allowances of upto SBD46, 000-SBD70, 500 gross and a Housing support. A superannuation of 7.5% of basic salary is also paid into the national superannuation fund.

Closing Date: 7th May 2021. Please send all electronic applications to: recruitment@sinu.edu.sb and hardcopy applications to: Director of Human Resources, Solomon Islands National University, P. O. Box R113, Honiara, Solomon Islands.

About the Faculty of Science and Technology

The Faculty of Science and Technology (FST) is the science and technology hub of the Solomon Islands National University (SINU). It offers courses in the pure sciences, technology, TVET, and engineering. The Faculty of Science and Technology (FST) is transitioned from the former School of Technology and Maritime Studies with the inclusion of the sciences, computing, and mathematics as the new School within its structure. The Faculty is comprised of three schools. The three schools are:

1. School of Science
2. School of Built Environment
3. School of Transportation

The School of Science has five departments with five bachelor courses/programs currently being developed. The departments are biology, physics, chemistry, and mathematics and computer science. The courses/programs are the Bachelor of Science majoring in biology, physics, chemistry, and mathematics and computer science. The former Institute of Technology and Institute of Maritime and Fisheries Studies now form the School of Built Environment and the School of Transportation. The departments under the School of Built Environment are civil engineering and surveying, mechanical engineering, electrical and electronic engineering and building and construction. The School of Transportation has the maritime academy and the department of automotive engineering.

The Faculty of Science and Technology is hosted on three campuses of the SINU. The School of Science is located at Panatina campus and the School of Built Environment is located at Kukum campus. While the School of Transportation's Maritime Academy is located at Ranadi campus and the School of Transportation's Automotive Engineering department is located at Kukum campus.

For further details on the position, the Faculty of the University, please contact: Human Resources (hr@sinu.edu.sb), or Vice Chancellor (VC@sinu.edu.sb).

Organizational Relationships

Position Type: 3 Year Employment Contract

Reporting to: Vice Chancellor

Staff Responsible to you: NIL

Work Hours: Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff shall be required to work days, evenings, weekends and public holidays, without additional remuneration, and must return to duty from leave whenever absolute need arises.

Functional Relationships:

Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Managers, Vice Chancellor

SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities