



## Vacancy

<b>Title</b>	Senior Instructional Designer
<b>Faculty/School</b>	Centre for Distance Flexible Learning
<b>Category</b>	Program Development and Production
<b>Stream</b>	Higher Education
<b>Reports to</b>	Vice Chancellor through Head of Department/School and Dean of Faculty
<b>Location/Campus</b>	Honiara
<b>Summary of Duties</b>	<ol style="list-style-type: none"> <li>1. This position is responsible training of identified DFL program developers and writers.</li> <li>2. Lead the PDP team in identifying and developing high demand programs for the distance &amp; flexible mode.</li> <li>3. To ensure that unit development are within the university materials development standards.</li> <li>4. To ensure that unit that are developed follow the materials development stages and required elements of the stages are ALL met before, any payments to writers are made or materials are printed.</li> </ol>
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Key Task</b>	<ol style="list-style-type: none"> <li>1. The initiating, design and management of course development for SINU DFL writers, editors and markers both within and outside of the University.</li> <li>2. Manages the process of course development with instructional designers and writers to identify and develop teaching strategies and assessment procedures for the courses that are appropriate to the target audience.</li> <li>3. Manages and advising unit writers on the selection of the various medium and technology for courses.</li> <li>4. Manages and providing guidance and advice to unit writers on the structure, format and overall design of distance education materials in print, audio, CD and in other media.</li> <li>5. Provide instructional design and technical support to schools and students using technologically mediated instruction and/or course management software</li> <li>6. Work closely with Information Services - particularly Media Services and Information Technologies - as appropriate to facilitate creation and delivery of multimedia course components.</li> <li>7. Administer course management software packages.</li> <li>8. Works closely with Academic Affairs, Information Services, and faculty, staff and students using course management software, and appropriate SINU distance learning entities.</li> <li>9. Coordinates and ensuring that content, teaching and assessment strategies are consistent with the learning outcomes for the course materials.</li> <li>10. In making sure that instructional section provides advice to course writers so that ideas are expressed in accurate, clear and simple English where students would find it user-friendly.</li> <li>11. Responsible in ensuring that quality is maintained in the writing and teaching of the course materials and that quality assurance procedures and frameworks are applied in the development and delivery process.</li> <li>12. Responsible in ensuring that courses and units that go out for consumption have gone through the necessary and appropriate changes and corrections.</li> <li>13. Drafting, Creating and updating of student and DFL handbooks in collaboration with the Associate Manager Learner Support, Administrative Officer and the Records Officer.</li> <li>14. Responsible for the DFL Annual Academic Calendar, a year in advance with close collaboration and consultation with the Associate Manager Learner Support, Administrative Officer and the Records Officer.</li> <li>15. Responsible in ensuring that course materials adhere to the agreed academic and editorial house-style</li> <li>16. Responsible to carryout research work on issues relating to material development and market survey</li> <li>17. Manages the instructional designers in the overall process of material development. Therefore, the incumbent is responsible for: <ul style="list-style-type: none"> <li>• Course development and course writers progress</li> <li>• Updated versions of courses</li> <li>• Briefing on course status</li> <li>• Making decisions regarding the operational aspects of course writing</li> <li>• Contributing to decisions that has an impact on other related school activities</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Providing strategic issues such as the status of course writing</li> <li>• Managing deadlines in writing and editing</li> <li>• Conducting risk assessments and reducing hazards in the workstations</li> <li>• Manages the allocation of workload in the section</li> <li>• Ensuring that all course materials are produced and ready for delivery well before delivery dates</li> <li>• Ensuring that teaching notes, aids and examination papers are produced</li> <li>• Progressive reports on the activities in the section are continuously updated and given to the DFL Manager for reporting to the Executive Management</li> </ul> <p>18. Assist in the administration and management of the DFL operation, planning, monitoring and evaluation.</p>
<b>Dimensions</b>	<p><b>Business planning, reporting and management</b></p> <ul style="list-style-type: none"> <li>• Responsible for the preparation of materials for conversion to other forms</li> <li>• Responsible for the planning of tutorial video shots</li> <li>• Responsible for the organization of video conferencing sessions</li> </ul> <p><b>Quality Assurance and customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Responsible for all quality assurance of technology converted materials</li> <li>• Ensure customer satisfactions in materials provided in other forms than the print form</li> <li>• Video scripts are looked at by the materials committee</li> <li>• Responsible for the organizing meetings for the materials committee to scrutinize materials presented in the different forms available to DFL.</li> </ul> <p><b>Initiative</b></p> <ul style="list-style-type: none"> <li>• To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time.</li> <li>• Must be a self-starter</li> <li>• Must be an achiever</li> <li>• Good planner</li> </ul>
<b>Measures of Effectiveness</b>	<ul style="list-style-type: none"> <li>• Be able to deliver unit development report at each stage of development for each unit being developed.</li> </ul>
<b>Minimum Qualifications</b>	<p>To be considered for this position, applicants must have a Master’s degree (preferably in Education, Curriculum and Instruction, Instructional Technologies or Design or related field) or Bachelor’s degree plus additional 10+ years of relevant experience required. Successful on-line teaching (preferably at university level) and significant experience with course management software those are available to ODL.</p>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• The position is seeking a person with a minimum of 5 years of substantial and increasingly responsible experience in distance education and instructional design.</li> <li>• The position requires a person with extensive experience in distance education, student support services and systems, and Learning Management System.</li> <li>• Understanding of, and experience in Monitoring, Evaluation and Communication;</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Be on time for work</li> <li>• Efficiency;</li> <li>• Honest and reliable;</li> <li>• Can work after hours and during weekends when required;</li> <li>• Strong PC skills and expertise in MS Office applications;</li> <li>• Willing to learn;</li> <li>• High attention to detail;</li> <li>• Ability to prioritize, schedule and meet deadlines;</li> <li>• Work both independently and within a team;</li> </ul> <p>Ability to work effectively in a fast-paced, dynamic team;</p>
<b>Restriction</b>	<p>This position is reserved for nationals of Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where national of Solomon Islands with the MQRs are unavailable, would the University hire non-nationals.</p>
<b>SKILLS</b>	<p>Must have current experience in ALL of the areas listed below</p> <ul style="list-style-type: none"> <li>• Instructional Design experience - must have samples of work</li> <li>• Web-Based Course Development experience</li> </ul>

	<ul style="list-style-type: none"><li>• Instructional Technology experience</li><li>• Experienced in assessment procedures and processes, especially in tertiary institution</li><li>• Computer literate in most Microsoft Officer application</li><li>• Good management skills</li><li>• Can work after hours and during weekends when required</li><li>• Strong PC skills and expertise in MS Office applications</li><li>• Understand and can communicate concepts quickly and accurately</li><li>• Willing to learn</li><li>• Strong writing, editing and proof-reading skills</li><li>• High attention to detail</li><li>• Ability to prioritize, schedule and meet deadlines</li><li>• Work both independently and within a team</li><li>• Ability to work effectively in a fast-paced, dynamic team</li></ul>
<b>Term</b>	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.