



Career Opportunity

Title	HR 59/2023 – Tutor in Accounting
Institute/Department	Centre for Distance & Flexible Learning (DFL)
Reports to	Manager Distance & Flexible Learning (DFL)
Location/Campus	Honiara, Panatina Campus

This position requires a person with a strong content knowledge in the subject areas of Accounting, with some experience in the curriculum design and development of learning and instructional materials for dual-mode delivery in accordance with the SINU programme development policy. The primary responsibilities include planning and delivery of learning instructions and activities via both face-to-face and DFL modes, managing students' learning progress and records, providing regular academic counselling and consultations; providing remedial support to those identified as 'high-risk learners'; conducting regular internal unit reviews to ensure quality and standards are in accordance with the university expectations as specified through the Solomon Islands Qualification Framework; engages in academic research and consultancies, and other tasks and responsibilities as assigned and directed by the manager CDFL.

Minimum Qualification and Experience Requirements:

To be considered for this position the candidate must have:

- A Master's degree or a Postgraduate Diploma in relevant subject areas; or
- A Bachelor's degree in the relevant subject area, with an overall GPA of 3.0 or above; and three years of experience in a similar job.

Essential to the position:

- Had a broad-based knowledge and understanding of the relevant subject areas
- Had some experience or have the knowledge and ability to develop and review the curriculum
- Have an understanding of different teaching and learning methods
- Ability to deal with different learning abilities
- Computer proficiency in the standard packages (i.e. word processing, email, internet use and Excel spreadsheets)
- Desirable for the position:
- Experience in developing and implementing unit lessons and assessments
- Experience in teaching or in facilitating training and workshops. **Please refer to the job description for more information.**

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the teaching stream. The contract is renewable subject to good performance.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/>

OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: 3rd October 2023 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**