



Career Opportunity

Title	HR 11/2024 — Manager Distance & Flexible Learning (DFL)
Faculty	Centre for Distance & Flexible Learning
Reports to	Head of Department
Location/Campus	Honiara, Panatina Campus

Summary of Duties

This position is responsible for ensuring the provision of effective administrative support to students, study center coordinators, tutors, and other stakeholders throughout the country; Ensuring that there is quality, effective, and efficient delivery of online and blended learning; liaising with Faculties at SINU, and private-public organizations in the provinces to strengthen and provide effective and efficient teaching support; To ensure that tutors and lecturers are providing learning materials online To ensure that at-risk students are being tracked, contacted, and assisted before it is too late to provide the help they need to complete their course(s).

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Master's in Education or Management with relevant experiences.

Knowledge, Skills, and Experience:

Essential to the position:

The position is looking for a person with extensive experience in distance education student support services and systems, distance education teaching, assessment, and a good understanding of community-based support.

Desirable:

- Be on time for work
- Efficiency;
- A very good understanding and knowledge of Online Learning Management Systems;
- Honest and reliable;
- Can work after hours and during weekends when required;
- Strong PC skills and expertise in MS Office applications;
- Willing to learn;
- High attention to detail;

Skills:

- Good knowledge of the school system in the Solomon Islands;
- Good understanding and knowledge of students dropping in Form 3 to Form 6;
- Relates well with the community in the Melanesia society;
- Can produce results and handle pressure with a high degree of professionalism;
- Good oral and written communication skills;
- Very high standards of Public Relations;
- Good understanding of Open & Distance Learning purposes in providing education to the disadvantaged. **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

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: 19th March 2024 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 Daniel.Uiga@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**