



### Vacancy

Title	Assistant Lecturer – Diploma of Nursing – Community Health
Faculty/School	Faculty of Nursing Medicine & Health Sciences
Category	Teaching & Training
Stream	Academic
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/Campus	Kukum Campus
<b>Summary of Duties</b>	Develops own subject area; assists in Course Development; plans and delivers learning experiences to meet course objectives; develops instructional materials; involves in student consultations; assess and maintains students records; carries out research.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Delivers learning experiences to acquire new specific knowledge and skills.</li> <li>• Assist to develop instructional materials to ensure learning experiences are meaningful and to assists the learning process.</li> <li>• Assist to develop subject area to increase and improve subject contents.</li> <li>• Writes, prepares and marks assignments, tests and examinations in order to confirm learning process has taken place and further to ascertain the degree of learning that has occurred. To recommends for awards or for further studies.</li> <li>• Assist in course development to develops skills in course development and have ownership of courses.</li> <li>• Carry out student consultations to assess and identify students learning needs in order to assist students in their academic work.</li> </ul>
<b>Research, Publications &amp; Consultancy</b>	<ul style="list-style-type: none"> <li>• To improve the knowledge and skills in nursing.</li> <li>• To be able to learn more about things, people, and events</li> <li>• To be able to make smart decisions.</li> <li>• It presents more information for investigation.</li> </ul>

<b>People management and teamwork.</b>	<ul style="list-style-type: none"> <li>• A greater variety of complex issues can be tackled by pooling expertise and resources.</li> <li>• Problems are exposed to a greater diversity of knowledge, skill and experience.</li> <li>• The approach boosts morale and ownership through participative decision making.</li> <li>• Improvement opportunities that cross-departmental or functional boundaries can be more easily addressed.</li> <li>• The recommendations are more likely to be implemented than if they come from an individual.</li> </ul>
<b>Business planning, reporting and management</b>	<ul style="list-style-type: none"> <li>• Adhere to the business planning and strategic plans of SINU to provide quality and relevant teaching and learning needs of the MHMS and other stakeholders.</li> <li>• Comply with the reporting and management systems of the university as stipulated in the SINU academic policy.</li> </ul>
<b>Quality Assurance and customer satisfaction.</b>	<ul style="list-style-type: none"> <li>• Proactive to deliver up-to-date teaching and learning resources for students.</li> </ul>
<b>Dimensions</b>	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To resolve problems affecting the delivery of courses in accordance with College regulations.</li> <li>• To contribute to decisions, which have an impact on other related courses.</li> <li>• To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters.</li> <li>• To identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas</li> </ul> <p><b>Resource management</b></p> <ul style="list-style-type: none"> <li>• To contribute to the overall management of the department in areas such as budget management and business planning.</li> <li>• To participate in departmental-level strategic planning</li> <li>• To contribute to the management of quality, audit and other external assessments.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).</li> <li>• To engage in continuous professional development.</li> <li>• To understand and apply the principles of equality of opportunity in an academic context.</li> </ul> <p><b>Decision making Authority</b></p> <ul style="list-style-type: none"> <li>• Resolution of student/staff complaints</li> <li>• Provision of advice to staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Allocation of workload for direct reports</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Document the ways the job will be evaluated? How will you know it is effective and the incumbent is doing their job?</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>
<b>Minimum Qualifications</b>	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> <li>• Bachelor's Degree, Diploma, or Certificate in relevant discipline plus five (5) to ten (10) years of work experience preferably at the supervisory level</li> </ul>
<b>Essential to the position</b>	<ul style="list-style-type: none"> <li>• "10" years of experience</li> <li>• breadth and depth of specialist knowledge required</li> <li>• Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)</li> </ul>
<b>Desirable Attributes</b>	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> <li>• Some experience in conducting quality research in a particular specialism and publishing in recognized journals</li> <li>• Some experience in developing and implementing research objectives, projects and proposals</li> <li>• Some experience in collaboration with university and industry colleagues when developing new curricula</li> <li>• Some experience with consultancy</li> </ul>
<b>Term</b>	<p>The position is for five (5) years under an employment contract. The contract is renewable subject to good performance.</p>