

JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLAND NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: UNIVERSITY PREPARATORY COLLEGE

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX **UNIVERSITY VACANCY REF:** HR 70/2025

POSITION TITLE: DIRECTOR

POSITION LEVEL: BAND 8 **SALARY RANGE:** \$ 180,178.42 - \$ 204,704.80

THIS POSITION REPORTS TO: PRO-VICE CHANCELLOR ACADEMIC

THIS POSITION SUPERVISES: EXECUTIVE OFFICER, UPC STAFF

EMPLOYMENT TYPE:

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

SECTION B-LIAISONS

INTERNAL: Vice-Chancellor, Pro Vice-Chancellors (Academic & Corporate), Heads of Schools and Departments, Standards & Quality Office, Student Academic Services, HR Division, Finance Division

EXTERNAL: Ministry of Education and Human Resource Development (MEHRD), Solomon Islands Tertiary Education and Skills Authority (SITESA), National Training Unit (NTU), Secondary Schools and Principals, Donor and Development Partners, Professional and Regulatory Bodies, Parents and Communities, Media and Communication Outlets

SECTION C - SCOPE OF DUTIES

The Director of the University Preparatory College provides visionary and operational leadership to ensure the delivery of high-quality preparatory programs that support student transition into tertiary education. The role encompasses strategic planning, academic oversight, stakeholder engagement, and institutional alignment with SINU's broader mission and strategic goals.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Strategic Leadership

- Develop and implement UPC's vision, mission, and strategic objectives in alignment with SINU's Strategic Plan.
- Lead the formulation and review of academic and operational policies.
- Monitor and report on Annual Work Plan (AWP) progress and strategic alignment.

2. Academic and Program Management

- Oversee curriculum development, including Unit Descriptors (UDs) and program structures.
- Conduct regular program reviews and ensure quality assurance mechanisms are in place.
- Administer student feedback surveys and implement improvements.

3. Operational Oversight

- Manage staffing, recruitment, and performance appraisal processes.
- Coordinate in-house professional development and training for staff.
- Ensure timely submission of budgets and financial reports.
- Oversee the development and implementation of Quality Management Systems (QMS).

4. Stakeholder Engagement

- Build and maintain relationships with government agencies, schools, donors, and community stakeholders.
- Represent UPC in university-wide committees and external forums.

5. Governance and Compliance

- Establish and maintain a functional UPC Advisory Board.
- Ensure compliance with university policies, regulatory standards, and accreditation requirements.

SECTION E - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Strategic Plan and AWP implemented and reported quarterly.
- Annual budget submitted on time and aligned with institutional priorities.
- Programme review reports completed and endorsed.
- UPC Advisory Board established and operational.

- Student feedback mechanisms implemented and acted upon.
- QMS checklist developed and applied across all units.
- Staff development programs are conducted annually

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications

- PhD in Management, Education, or a relevant discipline.
- Master’s degree in Business Administration, Education, or related field (mandatory).

Desirable Qualifications

- Postgraduate Diploma with at least 5 years in academic leadership.
- Alternatively, a high-quality Bachelor’s degree with 10+ years of relevant experience may be considered.

Experience

- Minimum 5 years in education or academic leadership.
- Proven record in curriculum development, academic management, and strategic planning.
- Demonstrated experience in financial oversight, staff management, and institutional governance.

SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC 1: Demonstrated ability to lead strategic planning and institutional alignment.

KSC 2: Experience in designing and delivering preparatory programs for diverse learners.

KSC 3: Proven capacity to manage academic operations, including staffing, budgeting, and reporting.

KSC 4: Ability to foster a collaborative, student-centred culture and build high-performing teams.

KSC 5: Strong communication and interpersonal skills for engaging internal and external stakeholders.

KSC 6: Knowledge of quality assurance frameworks and curriculum development processes.

KSC 7: Commitment to inclusivity, equity, and continuous improvement.

KSC 8: Demonstrated proficiency in digital technologies, including data management, online learning platforms, and digital communication tools.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$6,929.94-\$7,873.26
Annual Salary Range:	\$ 180,178.42 - \$ 204,704.80
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid biannually)
Housing :	A 15% housing allowance of basic salary and or access to university rental policy
Other Terms and Conditions of Service relevant to this position:	As per Contract and HR Policy

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:



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Director Human Resource

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Date-Approved

Additional Comments: