

JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: FACULTY OF NURSING MEDICINE AND HEALTH SCIENCES

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX

UNIVERSITY VACANCY REF: HR 73/2025

POSITION TITLE: LECTURER 2- HEALTH SCIENCE (MEDICINE)

POSITION LEVEL: BAND 3

SALARY RANGE: \$ 98,423.80 - \$ 136,575.95

THIS POSITION REPORTS TO: HEAD OF DEPARTMENT (HOD)/ HEAD OF SCHOOL (HOS)-
PUBLIC HEALTH

THIS POSITION SUPERVISES: TUTOR HEALTH SCIENCE (MEDICINE)

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: Deans, Head of School, HODs and students

EXTERNAL: Ministry of Health & Medical Services MHMS, National Medical Store, National Referral Hospital, Provincial Hospitals and Honuara City Council Clinics

SECTION C - SCOPE OF DUTIES

The Lecturer in Health Science (Medicine) is responsible for delivering quality instruction in medical and health science disciplines, developing and reviewing curricula and assessments, and ensuring alignment with university standards. The role includes engaging in research, consultancy, and scholarly activities that advance medical and public health knowledge, as well as providing academic guidance, mentoring, and supervision to students. The lecturer will also contribute to clinical teaching in collaboration with the National Referral Hospital (NRH) and provincial hospitals, participate in quality assurance, planning, and community engagement, and

demonstrate potential for academic leadership, including the capacity to lead departments or academic programs in the future.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Teaching and Learning

- Develop, plan, and deliver engaging and effective learning experiences in health sciences and medicine.
- Design and implement appropriate assessment methods to evaluate student learning outcomes.
- Prepare, mark, and provide feedback on assignments, tests, and examinations.
- Contribute to course and program development and reviews, ensuring relevance and currency of content.
- Develop innovative teaching techniques and instructional materials to enhance learning.
- Facilitate clinical teaching and support networks of clinical tutors across NRH and provincial hospitals.
- Conduct regular student consultations to assess learning needs and provide academic support.

2. Research and Consultancy

- Identify and develop relevant research topics and proposals aligned with faculty and national priorities.
- Conduct and publish research to advance knowledge in medical and public health disciplines.
- Source and manage research funding opportunities.
- Provide consultancy services to the Faculty of Nursing, Medicine and Health Sciences (FNMHS).
- Mentor students and clinical tutors in basic health research projects.

3. People Management and Teamwork

- Foster teamwork, collaboration, and effective communication within the FNMHS and departments.
- Contribute to staff mentoring, performance reviews, and conflict resolution.
- Participate in joint decision-making processes and cross-departmental initiatives.
- Build and maintain partnerships with external stakeholders, including professional and educational bodies.

4. Business Planning, Reporting, and Management

- Contribute to the implementation of the University's strategic vision, mission, and goals.
- Support the FNMHS and departmental planning, budgeting, and reporting processes.
- Participate in FNMHS and departmental meetings and committees as required.

5. Quality Assurance and Continuous Improvement

- Contribute to program accreditation, quality audits, and external evaluations.
- Support the development and delivery of distance and online learning initiatives.
- Participate in institutional planning and review processes to enhance teaching quality and student satisfaction.

6. Student and Staff Support

- Provide academic and personal guidance to students.
- Address and manage referred student issues within the program.
- Ensure student safety and well-being in both classroom and clinical environments.
- Support staff through professional mentoring and collaborative problem-solving.

7. Technical and Clinical Responsibilities

- Deliver instruction and practical demonstrations in internal medicine and related health science areas.
- Maintain active engagement in clinical practice in partnership with MHMS, NRH, and provincial hospitals.
- Provide clinical supervision and maintain professional standards of care and teaching.

SECTION E - KEY DELIVERABLES

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

1. **High-Quality Instruction:** Deliver engaging lectures, tutorials, and clinical sessions that meet program learning outcomes.
2. **Curriculum Development:** Design and update curriculum materials that reflect current practices and standards in health sciences.
3. **Research Output:** Conduct and publish relevant research contributing to medical and health science knowledge.
4. **Student Achievement:** Provide mentorship and academic support to enhance student success and progression.
5. **Stakeholder Collaboration:** Maintain productive partnerships with the Ministry of Health and clinical training sites.

SECTION F – QUALIFICATIONS AND CAPABILITIES

1. Minimum Qualifications

- Master's Degree in a relevant field (Medicine, Health Science, or equivalent).
- Certificate in Teaching or equivalent qualification in tertiary education.
- Minimum of five (5) years' teaching and course leadership experience at the tertiary level.

2. Experience

- Demonstrated expertise and professional experience in internal medicine and related health sciences.
- Proven record of curriculum design, academic assessment, and student mentoring.
- Proficiency in standard computer applications (MS Word, Excel, email, and internet research).

3. Capabilities

- Strong subject mastery and the ability to communicate complex concepts effectively.
- Competence in contemporary teaching methodologies and assessment practices.
- Research and analytical skills, with the ability to publish and present scholarly work.
- Excellent interpersonal, communication, and teamwork abilities.
- Capacity to provide academic and personal guidance to students.

SECTION G- KEY SELECTION CRITERIA

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

KSC 1: Possess a Master's Degree in a relevant field with a Certificate in Teaching and at least five (5) years of tertiary teaching experience.

KSC 2: Demonstrated depth and breadth of specialist knowledge in health sciences and internal medicine.

KSC 3: Proven ability to develop curriculum, instructional materials, and deliver engaging learning experiences.

KSC 4: Demonstrated capacity to design, conduct, and publish research relevant to medicine and health sciences.

KSC 5: Proven record of providing effective student guidance, mentoring, and academic counselling.

KSC 6: Ability to build and maintain collaborative partnerships with internal and external stakeholders in the health sector.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$3,785.53 -\$5,252.92
Annual Salary Range:	\$ 98,423.80 - \$ 136,575.95
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of the annual basic salary
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:

Director Human Resource: 

Date Approved: 27/10/25

Additional Comments: *This position is vital in enhancing teaching, research, and clinical training within the FNMHS to support SINU's strategic goals and national health priorities. The Job*

description will be periodically reviewed to ensure its continued relevance and alignment with institutional objectives.