

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 75/2025

POSITION TITLE: LECTURER IN MEDICINE

POSITION LEVEL: BAND 3 **SALARY RANGE:** \$ 98,423.80 - \$ 136,575.95

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

THIS POSITION SUPERVISES: TUTORS (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, Departmental Heads 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 Medicine is responsible for the design, delivery, and continuous improvement of teaching, learning, and assessment activities within the Faculty of Nursing, Medicine, and Health Sciences. The role encompasses curriculum development, supervision of clinical training, research, consultancy, and contribution to community and professional service. The incumbent will support the University's mission to deliver high-quality medical education and research aligned with national health priorities.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Teaching and Learning

- Deliver high-quality lectures, tutorials, and clinical sessions that promote deep learning and practical application.
- Develop and update course curricula, instructional materials, and assessment tools in alignment with current medical standards.
- Design structured clinical learning experiences that meet program learning outcomes.
- Support and coordinate networks of clinical tutors at NRH and provincial hospitals.
- Prepare, administer, and mark student assessments to evaluate learning outcomes.
- Engage in program development and review processes to ensure relevance and currency of content.
- Apply innovative and student-centred teaching strategies, including the integration of technology and simulation.
- Provide regular student consultations and academic advising to support learning and professional growth.

2. Research and Consultancy

- Identify and pursue relevant research topics that contribute to medical knowledge and national health needs.
- Develop and implement research proposals and secure research funding.
- Publish research findings in reputable academic journals and present at professional forums.
- Conduct consultancy services as required by the Faculty or University.
- Mentor students and clinical tutors in research design, implementation, and dissemination.
- Promote a research culture within the Faculty and contribute to collaborative research initiatives.

3. People Management and Teamwork

- Contribute to a collegial and inclusive academic environment that fosters teamwork and professional development.
- Participate in departmental planning, performance review, and capacity-building activities.
- Collaborate across faculties, departments, and external partners to advance shared goals.
- Contribute to conflict resolution and mentoring within the team.
- Represent the Faculty in professional and stakeholder engagements as required.

4. Business Planning, Reporting, and Management

- Support the implementation of Faculty and University plans aligned with SINU's vision and mission.
- Contribute to departmental budget planning, resource allocation, and operational reporting.
- Assist in the preparation of academic and management reports for the Faculty.

5. Quality Assurance and Continuous Improvement

- Participate in quality assurance, program audits, and accreditation processes.
- Contribute to curriculum benchmarking and continuous improvement initiatives.
- Support the development of distance and online learning programs in accordance with University policies.
- Engage in performance management processes and ensure adherence to institutional standards.

6. Student and Staff Support

- Provide academic and personal guidance to students within the program.
- Monitor and evaluate student performance and progress through regular feedback mechanisms.
- Maintain high standards of health, safety, and professional conduct in teaching and clinical settings.
- Support junior staff and peers through mentoring and shared professional learning.

7. Technical and Clinical Engagement

- Demonstrate expertise in internal medicine and clinical education.
- Deliver clinical services and demonstrations in collaboration with MHMS, NRH, and provincial health facilities.
- Maintain on-site teaching and clinical supervision to ensure student competency and patient safety.

SELECTION E - KEY DELIVERABLES

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

1. Deliver engaging and high-quality teaching and clinical training in accordance with program objectives.
2. Develop and maintain up-to-date instructional materials and course content.
3. Initiate and participate in relevant research and academic publication activities.
4. Provide effective supervision and mentorship to students and clinical staff.
5. Contribute to the continuous improvement of medical education and health outcomes in the Solomon Islands.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Master's Degree in a relevant field of Medicine or Health Sciences.
- Certificate in Teaching or equivalent tertiary teaching qualification.
- Minimum of five (5) years of teaching and/or professional practice experience in medicine.

Experience:

- Proven teaching experience at the tertiary or clinical education level.

- Demonstrated subject-matter expertise and clinical competence.
- Proficiency in Microsoft Office applications and online learning tools.

Capabilities:

- Strong knowledge of medical science and its application to clinical practice.
- Effective use of innovative teaching and learning methodologies.
- Demonstrated research and publication experience.
- Excellent communication, interpersonal, and organizational skills.
- Commitment to student success and academic excellence.

SECTION G- KEY SELECTION CRITERIA

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

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

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

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

KSC 4: Demonstrated innovation in teaching strategies and assessment methods.

KSC 5: Active engagement in research and scholarly publications in medical studies.

KSC 6: Proven record of effective student mentoring and academic support.

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: 17/10/25

Additional Comments: *This position is vital to advancing high-quality medical education and clinical training at SINU. The Job Description shall be reviewed periodically to ensure it remains current and responsive to institutional and sectoral changes.*