

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 78/2025

POSITION TITLE: TUTOR – THERAPEUTIC MASSAGE (CBR)

POSITION LEVEL: BAND 1

SALARY RANGE: \$43,920.72 - \$68,447.11

THIS POSITION REPORTS TO: HEAD OF SCHOOL (HOS) – PUBLIC HEALTH

THIS POSITION SUPERVISES: NONE

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 student

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

SECTION C - SCOPE OF DUTIES

The **Tutor – Therapeutic Massage (CBR)** is responsible for delivering high-quality instruction and practical supervision in therapeutic massage and rehabilitation. The role includes curriculum support and development, assessment and mentorship of students, coordination of clinical placements, and provision of physiotherapy services through the University's rehabilitation clinic. The Tutor ensures the application of professional standards, contributes to faculty initiatives, and supports quality assurance processes aligned with the University's strategic objectives.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Teaching and Learning

- Deliver lectures, tutorials, and practical sessions in therapeutic massage and rehabilitation.
- Develop instructional materials, lesson plans, assignments, and assessment tools.
- Support course and curriculum development, ensuring learning objectives are met.
- Conduct student consultations to identify learning needs and provide academic guidance.
- Evaluate student performance through assignments, tests, and practical assessments.

2. Physiotherapy Services

- Provide therapeutic massage and rehabilitation services to clients.
- Manage daily operations of the SINU Rehabilitation Clinic, including cleanliness, OH&S compliance, and maintenance of equipment and supplies.
- Support clinical supervision of Diploma of CBR students as required.
- Work independently or under minimal supervision, including occasional weekends or odd hours.

3. Clinical and Practical Guidance

- Observe and provide feedback on students' practical skills during clinics.
- Ensure adherence to hygiene, safety, and professional standards in massage practice.
- Guide students in developing treatment plans based on client assessment and therapeutic goals.

4. Professional Development and Mentorship

- Promote ethical behavior, professional conduct, and confidentiality among students.
- Serve as a role model for effective client communication and therapeutic practice.
- Stay current with developments in massage therapy and rehabilitation through professional education.

5. Collaboration and Communication

- Liaise with faculty, program coordinators, and clinical staff to align teaching with curriculum objectives.
- Maintain student progress records and provide reports or recommendations as required.
- Participate in staff meetings, training, and professional development activities.

6. Quality Assurance

- Ensure up-to-date teaching and learning resources are available for students.
- Monitor and support the continuous improvement of instructional and clinical practices.

SECTION E - KEY DELIVERABLES

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

1. Deliver high-quality instruction in therapeutic massage and rehabilitation.
2. Supervise and assess students' practical skills, providing timely feedback.
3. Assist students in understanding complex course material and completing assignments.
4. Motivate students to take ownership of their learning and professional development.
5. Maintain accurate student records and monitor academic progress.
6. Support clinic operations and ensure safety and quality standards are maintained.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Bachelor's Degree in Physiotherapy or Diploma in a rehabilitation-related field (e.g., Physiotherapy, Occupational Therapy, and Community-Based Rehabilitation).

Experience:

- Minimum of two (2) years of professional experience providing massage or rehabilitation services.
- Demonstrated ability to work effectively with diverse groups of clients and students.

Capabilities:

- Comprehensive knowledge of physiotherapy principles and therapeutic massage techniques.
- Ability to design and deliver engaging and effective learning experiences.
- Provide guidance and mentorship to students, fostering academic and professional growth.
- Maintain effective communication with students, faculty, and clinical partners.

Skills:

- Strong interpersonal and teamwork skills.
- Effective verbal and written communication.
- Organizational and time management skills.
- Critical thinking and problem-solving in clinical and educational contexts.
- Proficiency in standard computer applications (Word, Excel, PowerPoint, email).

SECTION G- KEY SELECTION CRITERIA

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

KSC 1: Bachelor's Degree in Physiotherapy or Diploma in a rehabilitation field.

KSC 2: At least two years of experience in providing massage or rehabilitation services.

KSC 3: Demonstrated ability to work effectively with diverse groups.

KSC 4: Ability to implement effective teaching and assessment methods in therapeutic massage.

KSC 5: Commitment to student mentorship and professional development.

KSC 6: Commitment to ongoing professional development and awareness of trends in massage therapy and rehabilitation.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$1,689.26-\$2,632.58
Annual Salary Range:	\$43,920.72 - \$68,447.11
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of 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 Job Description will be **regularly reviewed** to ensure it remains current, relevant, and aligned with the Faculty's objectives, University policies, and professional standards.*