

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 79/2025

POSITION TITLE: TUTOR– BIOSTATISTICS

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 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 **Tutor – Biostatistics** is responsible for delivering high-quality teaching and practical sessions in biostatistics and quantitative research methods. The role includes curriculum support and development, preparing instructional materials, student assessment and consultation, and contributing to research activities. The Tutor also liaises with relevant stakeholders, maintains student records, and ensures teaching aligns with professional and academic standards.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Teaching and Learning

- Deliver lectures, tutorials, and practical sessions in biostatistics.
- Develop and update instructional materials, lesson plans, and assessment tools.
- Assess student performance through assignments, tests, and examinations.
- Conduct student consultations to identify learning needs and provide academic support.
- Contribute to course development and maintain expertise in the subject area.

2. Research and Consultancy

- Apply advanced biostatistical methods in research projects.
- Stay current with developments in quantitative research approaches and statistical software.
- Support research initiatives within the Faculty and contribute to academic publications.

3. Collaboration and Teamwork

- Participate in faculty meetings and academic committees.
- Collaborate with colleagues, program coordinators, and external stakeholders to enhance teaching and research outcomes.
- Contribute to quality assurance and continuous improvement in teaching and learning.

4. Business Planning and Reporting

- Align teaching and research activities with the SINU strategic and business plans.
- Comply with University reporting and management systems.
- Maintain up-to-date student records and submit required reports on time.

SECTION E - KEY DELIVERABLES

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

1. Deliver engaging lectures, tutorials, and practical sessions that meet course objectives.
2. Develop and maintain instructional materials aligned with current biostatistical standards.
3. Assess and provide constructive feedback on student performance.
4. Conduct student consultations and provide guidance to support academic success.
5. Apply biostatistical expertise in research and contribute to Faculty research projects.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Bachelor's Degree or Postgraduate Certificate in a relevant field, plus a Teaching Certificate.

Experience:

- Minimum of five (5) years of teaching experience, including course leadership.

- Demonstrated expertise in biostatistics and quantitative research methods.
- Proficiency in standard computer applications (Word, Excel, PowerPoint, email, statistical software).

Capabilities:

- Comprehensive knowledge of biostatistical principles and applications in health research.
- Ability to deliver engaging and effective lectures and practical sessions.
- Strong verbal and written communication skills to explain complex statistical concepts.
- Ability to mentor and support students in academic and research activities.
- Commitment to continuous professional development in biostatistics and related fields.

Skills:

- Strong analytical and critical thinking skills.
- Organizational and time-management skills.
- Effective interpersonal and teamwork abilities.
- Ability to adapt teaching methods to diverse learning needs and environments.

SECTION G-KEY SELECTION CRITERIA

KSC 1: Bachelor's Degree or Postgraduate Certificate in a relevant field with a Teaching Certificate and at least five years of teaching and course leadership experience.

KSC 2: Demonstrated expertise in biostatistics and quantitative research methods.

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

KSC 4: Ability to implement innovative teaching strategies for complex statistical concepts.

KSC 5: Engagement in research activities and contribution to the academic community.

KSC 6: Capacity to provide effective student support and consultation to enhance learning outcomes.

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 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: *It will be regularly reviewed to ensure it remains current and relevant.*