



## 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 01/2026

**POSITION TITLE:** LECTURER 2- PHARMACY PRACTICE

**POSITION LEVEL:** BAND 3

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

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

**THIS POSITION SUPERVISES:**

**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 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

Masters own subject areas in Pharmacy, Health Leadership and Management, Pharmacy  
Regulatory Affairs. Assists in Course Review and Development, Plans & deliver learning  
experiences to meet course objectives, develops instructional materials, is Involved in Student  
Consultations, Assesses and Maintains student records, Liaises with Authorities and Industry,  
carries out research and is involved in Distance Education. May be responsible for heading a  
department.

## **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.
- Conduct regular student consultations to assess learning needs and provide academic support.

### **2. Research and Consultancy**

- To improve the knowledge and skills in Pharmacy practice in the Solomon Islands.
- To determine relevant research objectives and prepare research proposals.
- To assist in aided Projects
- To identify sources of funding and carry out research relevant to the basic purposes of the University.
- To write or contribute to publications or disseminate research findings
- Carry out consultancy work for school, national level and regional level
- To make presentations or exhibitions at national and international conferences and other similar events.
- To maintain current industrial information practices

### **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 wellbeing in both classroom and clinical environments.
- Support staff through professional mentoring and collaborative problem-solving.

## 7. Technical and Clinical Responsibilities

- Design and update course syllabi, lecture materials, and assessments aligned with current pharmacy practices and standards.
- Participate in professional development activities to stay updated with advancements in pharmacy practice.
- Oversee student projects, internships, and practical training programs.
- Provide hands-on training in pharmacy practice settings, including hospitals, community pharmacies, and clinics.
- Work with healthcare teams to facilitate integrated patient care and develop clinical guidelines.

## SECTION E - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to 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

- Postgraduate Diploma, Master’s Degree in Pharmacy or relevant field in Health plus formal tertiary teaching experience

### 2. Experience

- minimum of five years of teaching experience
- a registered pharmacist in the Solomon Islands
- Must have an experience working with the Pharmacy and Poison Board in Solomon Islands or similar Pharmacy Practice regulatory body
- Must have an experience working in both hospital and community pharmacy setting.
- Understanding of different teaching and learning methods
- Experience in conducting quality research in a particular specialism and publishing in recognized journals
- Experience in developing and implementing research objectives, projects and proposals

### 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:** Postgraduate Diploma, Masters Degree in Pharmacy

**KSC 2:** Demonstrated depth and breadth of specialist knowledge in Pharmacist practice

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

**KSC 4:** 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.

**KSC 7:** Demonstrated experience in pharmacy practice, clinical pharmacy, or related healthcare settings.

## SECTION H - TERMS AND CONDITIONS

<b>Fortnightly Salary Range:</b>	\$3,785.53 -\$5,252.92
<b>Annual Salary Range:</b>	\$ 98,423.80 - \$ 136,575.95
<b>Annual Leave Entitlement:</b>	20 working days
<b>Annual Gratuity:</b>	15% of annual basic salary
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy
<b>Other Terms and Conditions of Service relevant to this position:</b>	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:**

***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.*