




Job Description

Position Title	Provincial Sub Centre Support Officer (PSCSO)
Faculty/Department	Centre for Distance Flexible Learning
Reports to	LCS Coordinator
Position Level	Band 1 (GSS)
Purpose Of the Role	The Provincial Sub Centres Support Officer (PSCSO) will be responsible for the effective coordination and management of all SINU Centre for Distance & Flexible Learning [CDFL] provincial sub-centres to ensure efficient delivery of distance and flexible learning programmes. The role supports the provision of high-quality learner support services across academic, administrative, and ICT areas for all provincial sub centres. The Officer will also facilitate training, strengthen communication between the Honiara main sub-centre, and ensure that students in all locations receive timely and equitable support through online, blended, and hybrid delivery modes.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Oversee and coordinate the operations of all SINU CDFL PSC to ensure alignment with institutional policies and standards. • Assist in logistics coordination, including learning materials distribution and ICT access, to uphold service quality. • Maintain regular communication with sub-centre staff and stakeholders to foster strong relationships and effective collaboration. • Support the implementation of CDFL strategies and initiatives at the provincial level, ensuring effective service delivery.

Quality	<ul style="list-style-type: none"> • Collaborate with Learning Management System (LMS) staff and Program Development & Production (PDP) to develop training materials and guidelines, ensuring consistency and quality across centres. • Monitor student support systems to improve access, retention, and success rates. • Ensure sub-centres comply with SINU policies, procedures, and quality standards, supporting continuous improvement. • Track performance and service delivery of provincial sub-centres and prepare regular reports on activities, challenges, and outcomes.
Team Work	<ul style="list-style-type: none"> • Coordinate duties and tasks for all provincial sub-centres' coordinators (PSCC) across the Solomon Islands, promoting teamwork and collaboration. • Foster strong teamwork among sub-centre staff, tutors, and stakeholders to support learner success. • Support capacity building initiatives by assisting the Learner Centre Support Coordinator (LCS) and Learning Management System (LMS) staff.
Qualification and Experience	<p>Bachelor's degree in Education (secondary teaching) with 5 years of teaching at senior levels (F4-6). Diploma in Secondary teaching with more than 5 years teaching at senior levels. (F4-6) or as Administrators - Principal, Deputy Principal, Careers Master or Form 6 Coordinator.</p> <p>Experienced secondary school Administrators – Principal, Deputy Principal, Careers Master or Form 6 Coordinator.</p> <p>Experience working with provincial or decentralized service delivery</p>
Key Deliverables	<ul style="list-style-type: none"> • Effective oversight and coordination of all SINU CDFL PSC operations to ensure compliance with institutional policies and standards. • Regular communication and engagement with sub-centre staff, stakeholders, and partners. • Preparation of detailed reports on activities, challenges, outcomes, and recommendations for continuous improvement. • implementation of CDFL strategies and initiatives at the provincial level • Timely resolution of operational challenges to ensure consistent service delivery.
Key Selection Criteria (KSC)	1. Leadership and Coordination Skills

	<ul style="list-style-type: none"> • experience in managing operational activities across diverse geographical locations. <p>2. Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to interact with students, Staff and other stakeholders <p>3. Monitoring, Evaluation, and Reporting</p> <ul style="list-style-type: none"> • Ability in monitoring and evaluating program performance and service delivery. • Ability to prepare comprehensive reports, analyze data, and provide actionable recommendations for improvement. <p>4. Teamwork & Collaboration</p> <ul style="list-style-type: none"> • Ability to work effectively as part of a team and support colleagues. <p>5. Problem-Solving and Adaptability</p> <ul style="list-style-type: none"> • Strong analytical skills to address operational challenges • adaptability to work in dynamic and diverse environments
Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies</p> <p>Annual Salary Range: \$ 43,920.72 -\$ 68,447.11</p> <p>Annual Leave Entitlement: 20 working days</p>

	<p>Annual Gratuity: 15% of annual basic salary (paid bi- annually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p>SECTION H - APPROVAL (Business use only) <i>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:</i></p> <p></p> <p>..... Director Human Resource</p> <p>30th June 2026 Date-Approved</p> <p>Additional Comments</p>