

Career Opportunity

Title	HR 38/2026 — Instructional Designer
Faculty/Department	Centre for Distance & Flexible Learning (CDFL)
Reports to	Senior Instructional Designer
Location/Campus	Panatina Campus

Summary of Duties

The Instructional Designer supports the development and delivery of high-quality distance and flexible learning programs at SINU. The position provides instructional design, training and technical support to program developers and writers, ensuring learning materials meet university standards, learning outcomes and quality assurance requirements.

Key Responsibilities

The successful applicant will be responsible for:

- Supporting the training of CDFL writers, editors and markers in distance and flexible learning development.
- Coordinating the development and review of programs and units with responsible writers.
- Developing appropriate teaching strategies and assessment approaches for target learners.
- Advising writers on the structure, format, media and technology appropriate for distance and flexible learning.
- Providing instructional design and technical support for mediated learning and program delivery.
- Working with LMS and Information Services staff to support multimedia program development and delivery.
- Developing and updating student and distance flexible learning handbooks with relevant departments.
- Monitoring the development, review and revision of learning materials to ensure quality and timely completion.
- Ensuring learning content, teaching strategies and assessments align with program learning outcomes.
- Providing progress reports and supporting effective coordination across departments involved in program development.

Qualifications & Experience

Applicants should possess:

- A Bachelor's degree in Education, Curriculum and Instruction, Instructional Technology/Design or a related field.
- At least 5 years' substantial and progressively responsible experience in distance education and instructional design.
- Extensive experience in distance education and the development of learning materials.
- Experience in instructional material editing and quality assurance.
- Knowledge of distance and flexible learning approaches and diverse learner needs.
- Experience with Learning Management Systems (LMS), such as Moodle, Blackboard or Canvas.
- Knowledge of multimedia, digital learning platforms and educational technologies.
- Good analytical, communication and interpersonal skills.

Key Selection Criteria (KSC)

Applicants should demonstrate:

- Proven experience in instructional design, e-learning and curriculum development.
- Demonstrated ability to develop engaging and accessible learning materials for diverse audiences.
- Excellent written and verbal communication skills.
- Ability to work effectively with staff, students and diverse communities.
- Strong teamwork, coordination and interpersonal skills.
- Technical knowledge of LMS platforms and digital learning technologies.
- Analytical ability to evaluate learning outcomes and improve instructional materials.
- Creativity and innovation in developing effective learning solutions.
- Commitment to quality assurance, academic standards and continuous improvement.

Remuneration and Benefits

- Annual Salary: \$43,920.72 - \$68,447.11
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing: 15% housing allowance of basic salary or rental entitlements under the University Policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy.

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Contact

Safina Roger- Safina.Roger@sinu.edu.sb

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: 4th September 2026 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted. Applications can be emailed to Safina Roger- Safina.Roger@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara