



Job Description

Position Title	Instructional Designer
Department/School	Distance Flexible Learning Centre (CDFL)
Band	Band 1 (GSS)
Reports to	Senior Instructional Designer
Purpose Of the Role	This position is responsible for training the designated CDFL program developers and writers. It involves leading the PDP team in identifying and developing high-demand programs suitable for distance and flexible learning modes. Additionally, the role requires ensuring that all unit development activities adhere to the university's standards for materials development. It is also essential to verify that all stages of the materials development process are fully completed, and all required elements are met before authorising payments to writers or proceeding with the printing of materials.
Detailed Roles & Responsibilities	
Service	• Assist the PDP Coordinator in training SINU CDFL writers, editors, and markers within and outside the University. • Coordinate program and unit development with responsible writers. • Identify and develop teaching strategies and assessment procedures suitable for target audiences. • Advise unit writers on selecting appropriate media and technology for programs. • Guide on the structure, format, and overall design of distance education materials across various media. • Provide instructional design and technical support to schools and students using mediated instruction and program management software. • Collaborate with the LMS Officer and Information Services to facilitate multimedia program creation and delivery. • Create and update student and DFL handbooks in collaboration with relevant departments.

Quality	• Ensure content, teaching, and assessment strategies align with program learning outcomes. • Guide writers to produce clear, accurate, and user-friendly ideas in simple English. • Maintain high-quality standards through quality assurance procedures and frameworks. • Ensure programs and units undergo necessary revisions and corrections before release. • Confirm materials adhere to academic and editorial house-style. • Oversee the entire material development process, including updates and revisions. • Ensure materials are produced and ready for delivery before deadlines.
Team Work	• Collaborate with the Coordinator Learner & Centre Support, Administrative Officer, and Records Officer on handbook updates. • Manage deadlines for writing and editing units to ensure timely delivery. • Oversee the production of teaching notes, aids, and examination papers. • Provide progress reports on material development stages to the Manager. • Contribute to strategic and operational decision-making impacting related school activities. • Foster effective teamwork and coordination across departments involved in program development.
Qualification and Experience	• Bachelor's degree in Education, Curriculum and Instruction, Instructional Technologies /or Design or related field. • 5 years of substantial and increasingly responsible experience in distance education and instructional design. • The position requires a person with extensive experience in distance education, material design issues in distance mode, and learning disparities. • Extensive experience in material development, preferably in distance mode. • Material editing experience.
Key Deliverables	• Effective support and training sessions for all staff. • Developed, accessible, and engaging courses that meet institutional standards and learning outcomes. • Development and delivery of training modules, guidelines, and resources for program staff and stakeholders. • Identification of potential risks with mitigation strategies and contingency plans.

**Key Selection
Criteria (KSC)**

1. Experience

- Proven experience in instructional design, e-learning development, and curriculum development.
- Experience designing engaging, interactive learning materials for diverse audiences.

2. Communication and Interpersonal Skills

- Excellent verbal and written communication skills.
- Ability to interact with students, staff, and other stakeholders.

3. Teamwork & Collaboration

- Ability to work effectively as part of a team and support colleagues.
- Ability to work effectively with diverse communities and cultures.

4. Technical Skills

- Experience with digital platforms used for program delivery and management.
- Knowledge of Learning Management Systems (LMS) such as Moodle, Blackboard, or Canvas.
- Familiarity with graphic design, video editing, and multimedia production.

5. Analytical Skills

- Strong analytical skills to assess learning outcomes and improve instructional materials.
- Data collection and analysis related to training effectiveness.

6. Innovation and Creativity

- Ability to develop innovative and engaging learning solutions.

Compliance	• Adhere to SINU policies, OHS, and Code of Conduct. • Support quality assurance and accreditation requirements.
Terms and conditions	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: \$ 43,920.72 - \$68,447.11. Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.
	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>  Deputy Director Human Resource: Date Approved: 3rd August 2026 Additional Comments: