Job Description

Title:	Assistant Lecturer - Trade Drawing
Faculty/School:	Technical and Vocational Education and Training (TVET)
Stream/Category:	TVET Technical
Reports to:	Director TVET
Location/Campus:	Kukum Campus, Honiara
Summary of Duties:	This position is an essential component of the Apprenticeship Program. The SINU agrees and collaborates to re-engage with the National Apprenticeship and plans to begin delivering the apprenticeship program in semester 2 2024. The primary responsibilities include planning and delivery of learning instructions and activities in Trade Drawing through face-to-face, managing students' learning progress and records, providing regular academic counselling and consultations; providing remedial support to students; conducting regular internal unit reviews to ensure quality and standards per the university expectations as specified through the Solomon Islands Qualification Framework; engages in consultancies, and other tasks and responsibilities as assigned and directed by the Senior Lecturers and Director TVET.
Detailed Roles & Responsibilities:	
Key Roles:	Prepare and deliver learning instructions, and supervise learning activities including practical skills, methods and techniques that enrich current knowledge and acquisition of new knowledge and skills in the subject areas; and comply with equal opportunities. • Design and administer assessments that effectively measure unit learning outcomes, and provide constructive feedback to learners promptly as per the academic regulations. • Design and apply appropriate assessment rubrics that provide learners with the opportunities that contribute to the progressive development of scholastic attributes that support TVET education and training. • Develop and maintain unit assessments, and students' data with due diligence and care without compromising confidentiality. • Conduct regular internal unit reviews to maintain content quality and relevance. • Engage in full programme review as scheduled, or when

	mandated per the Quality and Standards. • Design and apply appropriate innovative teaching techniques and instructional concepts that create interest, understanding and enthusiasm among learners; and • Develop unit of instructions and learning materials and provide academic support for learners. • Support and supervise learning through tutorials, mentoring, assessment projects, field trips, labs/workshops or through demonstrations as, when and where relevant or the need arises; and • Carry out other responsibilities as assigned by the immediate supervisor or Director TVET. **Teamwork:** Demonstrate team spirit in any endeavour that promotes, and facilitates the achievement of institutional goals • Provide regular student learning support through mentorship and coaching. • Participate in teams within specific areas of responsibility. • Possess positive attitudes that facilitate cordial work relationships amongst members of the workgroup. Student & Staff Counselling. • Contribute towards increasing student retention and success • Engage in promoting academic programs through various organized promotional activities, and dissemination of relevant information to various groups including prospective students and sponsors. • Provide the first line of support to students with issues affecting their studies. • Observe and maintain health and safety rules within the learning environment and during program activities at all times.
Dimensions	**Problem-solving and impact** • Seek and apply innovative solutions to problems affecting the delivery of programs per relevant university policies. • Contribute to decisions, which have an impact on other related programs. **Resource Management.** • Participate in meetings at both the department and institutional levels. • Contribute to the management of quality audits and other external assessments. • Contribute to the management of resource usage to ensure minimal wastage, and that other resources including resource books, equipment and tools are maintained, and are safe and protected from damage and abuse. **Working Environment.** • Take responsibility for conducting risk assessments, and reducing hazards in the workplace and learning environment • Report to the responsible officer or authority any OHS issues that need attention. • Engage in continuous professional development. **Decision-making Authority.** • Demonstrate leadership in resolving student/staff complaints • Provide advice and support to staff where applicable • Decide on the allocation of workloads in your teaching units, where and when applicable, in consultation with your immediate

	supervisor or Director TVET. Assist in budget discussion for yearly delivery requirements.
General Responsibilities:	• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment.
Minimum Qualifications:	• Diploma in Plumbing or Certificate IV in Trade Drawing or Certificate IV in Trade Drawing with Industry Proficiency Certificate. • Certificate III or IV in International Skills Training (IST), Certificate III or IV in International Training and Assessment Course (ITAC) or ALTP • At least five years of industrial experience in the trade. • At least 3 years of teaching experience. All candidates must possess a TVET content qualification and a TVET teaching qualification.
Essential to the position:	• Diploma in Trade Drawing or Certificate IV in Trade Drawing • Certificate III or IV in International Skills Training (IST), Certificate III or IV in International Training and Assessment Course (ITAC) or ALTP • At least five years of industrial experience in their trades • At least 3 years of teaching experience • All candidates must possess a TVET content qualification and a TVET teaching qualification.
Terms & Conditions:	• The position is for five (5) years under an employment contract. The contract is renewable subject to good performance. Conditions are as stipulated in the contract and must be adhered to by the SINU as the Employer and the Employee.