



### Vacancy

<b>Title</b>	Assistant Lecturer – Diploma of Nursing – Family Health
<b>Faculty/School</b>	Faculty of Nursing Medicine & Health Sciences
<b>Category</b>	Teaching & Training
<b>Stream</b>	Academic
<b>Reports to</b>	Vice Chancellor through Head of Department/School and Dean of Faculty
<b>Location/Campus</b>	Honiara
<b>Summary of Duties</b>	The successful applicant will develop their subject area; assist in Course Development; plan and deliver learning experiences to meet course objectives; develop instructional materials; be involved in student consultations; assess and maintain student records;& carry out research.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Delivers learning experiences to acquire new specific knowledge and skills.</li> <li>• Assist in developing instructional materials to ensure learning experiences are meaningful and to assist the learning process.</li> <li>• Assist in developing subject areas to increase and improve subject content.</li> <li>• Writes, prepares and marks assignments, tests and examinations to confirm the learning process has taken place and further to ascertain the degree of learning that has occurred. To recommend for awards or further studies.</li> <li>• Assist in course development to develop skills in course development and have ownership of courses.</li> <li>• Carry out student consultations to assess and identify student's learning needs to assist students in their academic work.</li> </ul>
<b>Research, Publications &amp; Consultancy</b>	<ul style="list-style-type: none"> <li>• To improve the knowledge and skills in nursing.</li> <li>• To be able to learn more about things, people, and events</li> <li>• To be able to make smart decisions.</li> <li>• It presents more information for an investigation.</li> </ul>

	<ul style="list-style-type: none"> <li>• People management and teamwork.</li> <li>• Business planning, reporting and management.</li> <li>• Quality Assurance and customer satisfaction.</li> </ul>
<b>People management and teamwork.</b>	<ul style="list-style-type: none"> <li>• To develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.</li> <li>• Regular contact and liaison with students to teach and provide support.</li> <li>• To provide academic leadership to those working within programme areas, as lecturer or equivalent,</li> <li>• To assist in the work of a team by agreeing objectives and adhering to work plans.</li> <li>• To act as a personal mentor to students and colleagues.</li> <li>• To lead small workgroups within specific areas of responsibility.</li> <li>• To ensure that teams within the department work together effectively.</li> <li>• To act to resolve conflicts within and between teams.</li> </ul>
<b>Student &amp; staff counselling</b>	<ul style="list-style-type: none"> <li>• To be responsible for dealing with referred issues for students within their educational programs.</li> <li>• To act as a personal tutor, giving first-line support.</li> <li>• To provide first-line support for colleagues, referring them to sources of further help if required.</li> <li>• To monitor course and student performance by requesting feedback and providing advice.</li> <li>• To maintain Health and Safety in programs and the College as a whole.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>• Competent in computer skills and audio-visual aids for teaching and learning at the university.</li> <li>• Perform some research data analysis using Excel and other statistical software.</li> <li>• Report writing and chairing meetings.</li> </ul>
<b>Dimensions</b>	<ul style="list-style-type: none"> <li>• Problem-solving and impact</li> <li>• Resource management</li> <li>• Working Environment</li> <li>• Decision-making Authority</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>

<b>Minimum Qualifications</b>	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> <li>• A doctorate or Master's Degree in Nursing or a relevant field plus a teaching qualification.</li> <li>• At least 10 years of formal tertiary teaching at the University Level.</li> </ul>
<b>Essential to the position</b>	<ul style="list-style-type: none"> <li>• Must have a minimum of 10 years of teaching experience.</li> <li>• breadth and depth of specialist knowledge required.</li> <li>• Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).</li> </ul>
<b>Desirable Attributes</b>	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> <li>• Experience in conducting quality research in a particular specialism and publishing in recognized journals</li> <li>• Experience in developing and implementing research objectives, projects and proposals</li> <li>• Experience in collaboration with college and industry colleagues when developing new curricula</li> <li>• Experience with consultancy</li> </ul>
<b>Term</b>	<p>The position is for five (5) years under an employment contract. The contract is renewable subject to good performance.</p>