

Career Opportunity

Title	HR 116/2024 – Business Studies & Accounting Tutor
Faculty/Division	Centre for Distance Flexible Learning
Reports to	Coordinator LCS, Center Tutors, Manager
Location/Campus	Honiara, Kukum Campus

Summary of Duties

Business Studies and Accounting tutor in a distance flexible learning environment is responsible for staying updated with the school curriculum and subject-specific content while effectively facilitating online and blended learning. Key duties include assessing student progress, providing feedback, maintaining communication, and offering support and guidance to students. The tutor is also tasked with integrating technology into lesson delivery, fostering collaboration among students, promoting professional development, ensuring cultural sensitivity, and making learning accessible. Additionally, they research and utilize appropriate learning resources to enhance lesson effectiveness.

Duties & Responsibilities

- Curriculum Development: Designing and adapting course materials that cater to diverse learning styles and objectives, ensuring they align with the language proficiency levels of students.
- Facilitation of Learning: Engaging students through various online platforms by leading discussions, providing instructional videos, and delivering interactive content to support language acquisition.
- Assessment and Feedback: Creating assessments that evaluate students' language skills and providing timely, constructive feedback to guide their improvement and motivate them.
- Support and Guidance: Offering personalized support to students, addressing their specific challenges, and providing resources for further learning, such as additional reading materials or language practice tools.
- Monitoring Progress: Keeping track of student performance through analytics and assessments, adjusting teaching strategies as needed to enhance learning outcomes.
- Incorporating Technology: Utilizing educational technologies and tools to enhance the learning experience, including online discussion boards, multimedia resources, and language learning apps.
- Encouraging Collaboration: Fostering a sense of community among learners through group activities, peer reviews, and collaborative projects that promote language practice in a supportive environment. **Please refer to the job description for more information.**

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Degree in subject areas plus teaching or education; plus 5+ years distance learning and/or secondary school teaching.

Essential to the position

- More than 5 years in distance learning and/or secondary school teaching in years 9, 10, 11 and 12
- Writing of assessment tools in the National Education Examination System
- Be on time for work 5.3.2.Efficiency; 5.3.3.Honest and reliable;
- Can work after hours and during weekends when required;
- Strong PC skills and expertise in MS Office applications (Outlook, Internet Explorer, Excel, Word etc. **Please refer to the job description for more information.**

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 Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: 10th January 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@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