

# Career Opportunity

<b>Title</b>	<b>HR 118/2024 – Learner &amp; Centre Support Coordinator</b>
<b>Faculty/Division</b>	Centre for Distance Flexible Learning
<b>Reports to</b>	Manager Centre for Distance Flexible Learning
<b>Location/Campus</b>	Honiara, Kukum Campus

## Summary of Duties

*The Learner Centre Support [LCS] Coordinator acts as a vital link between the learners and the Centre for Distance & Flexible Learning [CDFL] in facilitating a comprehensive support system that promotes successful learning in a distance and flexible learning environment.*

## Duties & Responsibilities

- Responsible for ensuring that learners have access to necessary resources and information, addressing any logistical concerns related to their studies.
- Responsible for ensuring that the right and appropriate support is provided in the sub-centres throughout the country to enhance learning outcomes and academic performance.
- Responsible for scheduling tutorials, mentoring, and virtual classes for all learners and tutors/instructors.
- Ensure that students can effectively engage with digital content and utilize online resources without hindrance.
- Assist and lead the LCS team in identifying and establishing study centres across the country.
- Ensure that study materials are delivered to study centres well ahead before the termly calendar starts.
- Providing training in DFL learner support models (and the various components being used) to School staff members, and other field-based support stakeholders involved in the provision of programs by distance. **Please refer to the job description for more information.**

## Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must:

- Hold a minimum of a graduate level qualification, preferably at a post-graduate level in education or a related field with professional and training experience;
- A Bachelor's Degree in Education with 5 years of work experience in a Secondary School administration. Preferably as Principal or Deputy Principal

## Essential to the position

- The position requires a person with extensive experience in distance education, student support services and systems, and Learning Management Systems.
- Understanding of, and experience in Monitoring, and Evaluation to the support system
- Actual experiences in the design, development and management of DFL learner support systems, using field-based support, people, as well as appropriate communication technology and systems.
- More than 5 years of related experience (in higher education) or training preferably in the ODL mode.
- Understanding of, and experience in using student and assessment records database.
- A strong understanding of the learning contexts of SINU target beneficiaries in the Solomon Islands and the region. **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](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: 10<sup>th</sup> 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](mailto: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**