

# Career Opportunity

<b>Title</b>	<b>HR 13/2025 – Tutor in Public Administration</b>
<b>Faculty/Division</b>	Faculty of Business and Tourism Studies (FBTS)
<b>Category</b>	Teaching & Training
<b>Reports to</b>	Head of Department/School and Dean of Faculty
<b>Location/Campus</b>	Honiara, Kukum Campus

### Summary of Duties

*The tutor position encompasses a range of responsibilities, including providing tutoring services, reviewing and developing course content, planning and delivering learning experiences to achieve course objectives, creating instructional materials, conducting student consultations, managing and maintaining student result records, and submitting these records to the Dean for review before they are forwarded to the Senate.*

### Main Duties and Responsibilities

- To deliver learning instructions, prepare Lesson plans,
- To develop all enrolled class lists.
- To have a good knowledge of entire syllabus' curriculum.
- To contribute effectively to the department of performing duties in an appropriate area.
- To develop and apply innovative and appropriate teaching techniques and materials that creates interest, understanding and enthusiasm amongst students.
- To transfer knowledge including practical skills, methods and techniques.
- To ensure that course design and delivery comply with the quality standards and policy regulations of the University. **Please refer to the job description for more information.**

### Minimum Qualification and Experience Requirements:

**To be considered for this position, applicants must have:**

- A Postgraduate Diploma in Management and Public Administration; or
- A Bachelor's degree in Management & Public Administration with an overall GPA of 3.0 or above and with sound tertiary tutoring experience of at least 3 years, and/or with a professional practice of at least 6 years.

### Other Requirements:

Ability to work under pressure; ability to work long hours, and at the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

### Experience

#### Essential to the position:

- Three years of teaching experience in tertiary education.
- Wide breadth and depth of specialist knowledge in own area of expertise.
- Understanding of different teaching and learning methods.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

#### Desirable for the position:

- Experience in conducting quality research in a particular specialism and publishing in recognized international journals.
- Experience in developing and implementing research objectives, projects and proposals.
- Experience in collaboration with college and industry colleagues when developing new curricula.
- Experience in consultancy work with national, regional and international organizations . **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> February 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