



JOB DESCRIPTION FOR ASSISTANT LECTURER IN FINANCE

Title:	Assistant Lecturer in Finance
School/Division:	Faculty of Business and Tourism Studies (FBTS)
Category:	Teaching & Training
Reports to:	Head of Department/School and Dean of Faculty
Stream	Higher Education
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

This position requires a candidate with strong content knowledge in Finance and Banking, along with experience in curriculum design and the development of learning and instructional materials for dual-mode delivery, in accordance with SINU's programme development policy. Primary responsibilities include planning and delivering learning instructions and activities through both face-to-face and DFL (Distance and Flexible Learning) modes, managing students' learning progress and records, providing regular academic counselling and consultations, and offering remedial support to students identified as 'high-risk learners.' The role also involves conducting regular internal unit reviews to ensure quality and standards align with university expectations as outlined in the Solomon Islands Qualification Framework, engaging in academic research and consultancies, and performing other tasks and responsibilities as assigned.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Teaching and Learning

- 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 the opportunities that contribute to the progressive development of scholastic attributes that support higher 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.

JOB DESCRIPTION FOR ASSISTANT LECTURER IN FINANCE

- Engage in full programme review as scheduled, or when mandated per the Quality and Standards Office,
- 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 for DFL mode; and provide academic support for learners studying via DFL mode.
- 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(s).

2.2. Research

- Participate in research projects and consultancies that improve knowledge and understanding in the relevant discipline, or that contribute positively to relevant public policy.
- Conduct research in relevant subject areas that contributed towards further professional development in higher learning.
- Engage in research to keep abreast with new changes and knowledge in the respective field of study.
- Prepare and present conference papers based on research findings; and
- Published journal articles on research findings.

2.3. 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.

2.4. 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 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.



JOB DESCRIPTION FOR ASSISTANT LECTURER IN FINANCE

3. DIMENSION

3.1. 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.

3.2. 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.

3.3. 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.

3.4. Decision-making authority

- Demonstrate leadership in resolving student/staff complaints.
- Provide advice and support to staff where applicable
- Decide on the allocation of workload in your teaching units, where and when applicable, in consultation with your immediate supervisor or Director
- Assist in budget discussion for yearly delivery requirements.

4. Measures of Effectiveness

- Student's academic progress is effectively managed, and unit results are submitted in a timely manner
- Unit resource guides and other learning materials are developed and produced.
- Examination papers are prepared, moderated and submitted to the Student Academic Services (SAS) Examination Officer as scheduled.
- Regular internal review reports on the unit(s) taught are completed and submitted to the Head of Department(HOD), Head of School (HOS) and Dean within the given time frame.
- Research reports and publications produced; and summary information on the research process and findings disseminated or shared through regular SINU research talks, organized institutional seminars or conferences.
- Participation and contribution to program review.
- Management of student's attendance, morale and feedback



JOB DESCRIPTION FOR ASSISTANT LECTURER IN FINANCE

- Training facilities and resource improvements
- Improved learning materials, tools, machines and ideas for training purposes

5. 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 own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment.

6. MINIMUM QUALIFICATIONS REQUIRED

6.1. Educational Background

- A Master of Finance or a Master of Commerce in Finance with an overall GPA of 3.0 or above and with sound tertiary teaching experience of at least 3 years, and/or with a professional practice experience of at least 6 years.
- A Post-graduate Diploma of Commerce in Finance with an overall GPA of 3.0 or above and with extensive tertiary teaching experience of at least 6 years, and/or with a professional practice experience of at least 9 years.

6.2. Professional Experience Essential to the Position

- Have sound understanding and experience in public finance & economics, corporate finance, business finance, investment and portfolio analysis, banking & insurance, government economic policies, property finance, public procurement and project management, project and development finance, etc.
- Had a broad-based knowledge and understanding of the relevant subject areas
- Member of a local economics and/or finance Professional Association and/or member of a relevant international Professional Association.
- Had some experience or have the knowledge and ability to develop and review the curriculum.
- Have an understanding of different teaching and learning methods.
- Ability to deal with different learning abilities.
- Computer proficiency in the standard packages (i.e. word processing, email, internet use and Excel spreadsheets).



JOB DESCRIPTION FOR ASSISTANT LECTURER IN FINANCE

7. DESIRABLE FOR THE POSITION

- Have sound understanding and experience in public finance & economics, corporate finance, business finance, investment and portfolio analysis, banking & insurance, government economic policies, public procurement and project management, project and development finance, etc.
- Experience in developing and implementing unit lessons and assessments
- Experience in teaching or in facilitating training and workshops.

8. OTHER REQUIREMENT

- 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 a high degree of proficiency in MS Excel).

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Assistant Lecturer under the teaching stream. The contract is renewable subject to good performance.