FIJI NATIONAL UNIVERSITY
Job Description

Position Title: **Assistant Lecturer**

Position Purpose

To operate effectively as part of a team of academic, technical and administrative colleagues in order to facilitate learning and the advancement of knowledge through teaching, research/publication, consultancy and administration. More specifically, the incumbent is responsible for carrying out teaching, course co-ordination and curriculum development for all levels from Certificate, Diploma, Advanced Diploma and Undergraduate Degrees as part of development duties and other activities as required at the undergraduate levels.

Scope of Work

The primary role of the incumbent is to teach, research/publish, consult, and provide general administration support to teaching within the section the staff is appointed.

Organizational Relationships

Position Type:	**Fixed Term Employment Contract**
Reporting to:	Dean, through section heads
Staff Responsible to you:	N/A
Hours of Work:	To carry out on average 16 contact hours of teaching per week, with the balance of the time to be spent on scheduled consultation with students and teaching related work, research and publications, and approved consultancies.

Functional Relationships:

1. Internal Contacts:	Head of Department, Head of School, Vice Chancellor, Dean(s), Staff and students
2. External Contacts:	Industry, Ministry of Education, Students, School/Department Principals, NGOs and External Institutions/Universities

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1.0 DUTY STATEMENT

Specific Duties & Responsibilities

The specific duties and responsibilities of an Assistant Lecturer in the Higher Education Stream of the University are:

1.1 **Teaching and Programme Development**, including research, preparing and designing of programmes and courses; teaching a number of courses/units in the academic programmes, administering the courses/units taught; participation in the complete administration of the course/units/programmes; and student counseling and guidance. The teaching responsibilities are at the Certificate, Diploma, Advanced Diploma and Degree levels in the programmes in the Department and/or School, and all courses in which the appointee's expertise lay throughout the University. This role also includes:

- 1.1.1 developing measures to promote student learning in the Department/School through regular discussions with senior academic staff and the section head(s) on approaches to tertiary teaching;
- 1.1.2 conducting lectures, tutorials and workshops for teaching methods;
- 1.1.3 providing the efficiency and effectiveness of the School's course offerings within the guidelines laid down by the supervisor and the Dean;
- 1.1.4 coordinating the units taught in their teaching areas based on qualification and experience;
- 1.1.5 coordinating subject major courses within respective Schools as designated to them by the head of section;
- 1.1.6 coordinating the Departments annual graduation ceremony;

1.1.7 developing innovative high quality teaching and learning within a learning centered framework and to collaborate teaching and curriculum development with the theory and practice of Education in the academic programs offered at FNU, and to undertake the continued development of work integrated learning, as well as provide support to colleagues teaching at the Fiji National University;

1.1.8 undertaking the normal tasks associated with course co-ordination in the academic programmes. This will include undertaking high quality curriculum design, carrying out regular course evaluation, delivering curriculum in a variety of modes and collaborating with other academic staff;

1.1.9 assisting with course administration, including providing academic advice to students and assisting students with academic difficulties by giving academic counseling to students;

1.1.10 conducting workshops in area of expertise;

1.1.11 assisting in development of programmes by analyzing internal course evaluation data;

1.1.12 providing feedback to the Coordinator on the performance of students;

1.1.13 evaluating student performance through examinations, short tests with assignments, projects and presentations, and set and/or maintain academic standards to meet training requirements through assessment, evaluation and reporting of student performance;

1.1.14 assisting in the development of teacher education curricula in the School by liaising with the Curriculum Development Unit and participating in curriculum advisory work groups;

1.1.15 providing assistance in the timely development of relevant programmes through co-ordinated departmental efforts;

1.1.16 ensuring the effective implementation of programmes to meet the training requirements through efficient use of resources and manpower;

1.1.17 developing professionalism to meet the training requirements through timely attendance in staff development seminars;

1.1.18 contributing to the effective management of the teaching & learning resources within the Department/School through regular monitoring of programme needs;

1.1.19 participating, where necessary, in programme/course team meetings;

1.1.20 participating, where necessary, in FNU, all Colleges or School/Department meetings and contribute towards the smooth running of the Department/School/College.

1.2 **Research and Publication** of academic papers, reports, and books in the subject area of the appointee's expertise and specialisation, with focus on publication in peer-reviewed and ranked academic outlets. This will involve:

1.2.1 developing quality research proposals, and implementing the same;

1.2.2 writing papers in the area of the appointee's specialisation and expertise;

1.2.3 presenting research findings in seminars, public lectures, workshops and conferences;

1.2.4 publishing academic papers in refereed academic journals;

1.2.5 publishing research results as reports, monographs and books.

1.3 **Consultancy** in the area of the appointee's specialisation and expertise, within the University's policies on consultancies and intellectual property. This involves:

1.3.1 submitting consultancy proposals in the area of the appointee's specialisation on an individual or team basis;

1.3.2 carrying out consultancies awarded; and

1.3.3 playing the necessary role if selected to be a part of team consultancy projects that the University or sections of the University undertake.

General Duties & Responsibilities

1.4 The general duties and responsibilities of an Assistant Lecturer in the Higher Education Steam of the University are:

1.4.1 **Administration** of all activities that are related to the specific duties listed above, including attending meetings and representing the Department/School/College/University in meetings and forums to which the staff is sent;

1.4.2 **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/College/University wide activities.

1.4.3 **General responsibility** to undertake all other duties as directed by the supervising officer, the Head of School, Dean, or the Vice Chancellor.

2.0 Performance Appraisal and Staff Review

2.1 Annual performance appraisal and staff review shall be based on performance in all areas of work responsibilities described in paragraph 1 above.

3.0 KEY RESULT AREAS AND KPIs

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
Prepare, Conduct and Disseminate Knowledge	• break-down theoretical knowledge and specialised jargon into understandable students' terminology • able to articulate specialised concepts in to a systematic, coherent framework • plan, conduct and supervise the teaching of the units in accordance with the academic regulations of the FNU • obtain certificate of approval from bench-marked programs delivered at other Institutions of world standards • plan, conduct and supervise examinations and practical assessments within the syllabus in accordance with GAS Standards Approval • direct and guide other lecturers and tutors in unit development and teaching methodology	• coverage of syllabus within FNU Academic policies and procedures • all courses to strictly comply with all academic policies, regulations and procedures • timely preparation and presentation of exam results in accordance with established procedures
Uphold Quality Standards	• actively participate in ensuring the requirements of a quality programme, including the requirements of any Quality Assurance System, are met and maintained	• all targets on quality standards are met.
OHS Compliance	• actively participate in ensuring the requirements of the Safety Management Procedures are followed rigidly • identifying and bringing deficiencies to the attention of the OHS Officer • following through to ensure these deficiencies are rectified so that the safety of both staff and students are not compromised	• strict compliance with minimal or no workplace injury
Professional Standards	• at all times, conduct in a professional and courteous manner to all staff, students, and external community	• no staff, student or external complaints about work performance and behaviour

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
Research and Publication	• carry out quality research in the area of specialisation and expertise • communicate research findings/results through seminars, workshops, public lectures, conferences, and publication	• presentation of seminars, public lectures. • presentation of papers at workshops, symposiums and conferences • publication of academic papers
Consultancy	• keep a watch for consultancy opportunities in the area of specialization and expertise • submit for consultancy projects • carry out consultancies granted within the university policies relating to consultancies and intellectual property	• quality consultancy reports to be submitted to clients providing consultancies

4.0 JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.

5.0 ACADEMIC PATHWAYS

This JD lists the tasks required of an academic, however, you may be required to focus on certain areas depending on your chosen academic track i.e., Teaching & Research (TR) and Teaching, Scholarship, and/or Professional Practice (TSPP). In consultation with your supervisor, you will need to choose between these two tracks through the annual Performance Management Plan (PMP) exercise. You will be monitored for performance based on the Chosen Track.