FIJI NATIONAL UNIVERSITY
Job Description

Position Title: **Assistant Instructor in Agriculture**

Position Purpose

The Assistant Instructor will play an active role in the academic direction of courses including teaching, training, academic assessment and academic administration. More specifically, the incumbent is responsible for carrying out teaching, and course co-ordination for all levels from Certificate, Diploma, Advanced Diploma and undergraduate degrees as part of development duties and other activities as required at the undergraduate level.

Scope of Work

The primary role of the incumbent is to teach, train, 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 College of Agriculture, Fisheries and Forestry, through the section head(s), if any.
Staff Responsible to you:	N/A
Hours of Work:	To carry out on average 28 contact hours of teaching per week, with the balance of the time to be spent on consultation with students and to participate in non-teaching activities associated with their professional role.

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 Instructor in the TVET stream of the University are:

1.1 **Teach/Train and support academic staff;** assist students academically in whichever subject(s) the students are seeking improvement and instructional support in classrooms, preparing of educational resources for students. 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 appointees expertise lay throughout the University. This role also includes:

- 1.1.1 co-ordinate daily the provision of tutorial assistance for students in consultation with the Senior Lecturers/Staff
- 1.1.2 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;
- 1.1.3 Conducting lectures, workshops and tutorials and conduct workshops in area of expertise.
- 1.1.4 carrying out assessment, monitoring and evaluation of examinations work and providing an academic and consultative support to students in their learning activities;
- 1.1.5 providing academic input on existing and new courses and course development;
- 1.1.6 maintaining appropriate records and making available information as required by management;
- 1.1.7 engaging in promotion including student recruitment as appropriate;
- 1.1.8 participating in development, implementation and maintenance of academic quality assurance arrangements;

1.1.9 participating in appropriate activities necessary to the development of their department/school and the University;
1.1.10 directing and supervising the work of Tutor/Demonstrator and taking academic responsibility for the academic standards of this work;
1.1.11 Provide the efficiency and effectiveness of the School's course offerings within the guidelines laid down by the supervisor and the Dean.
1.1.12 Develop innovative high quality teaching and learning within a learning centered framework and to collaborate in teaching and curriculum development related to the theory and practice of **Crop Science** 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 in the Fiji National University;
1.1.13 Assist with course administration, including providing academic advice to students and assisting students with academic difficulties by providing academic counseling to students;
1.1.14 Assisting in development of programmes by analyzing internal course evaluation data
1.1.15 Providing feedback to the Coordinator on the performance of students
1.1.16 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.
1.1.17 Provide assistance in the timely development of relevant programmes through co-ordinated departmental efforts.
1.1.18 Ensure the effective implementation of programmes to meet the training requirements through efficient use of resources and manpower.
1.1.19 Develop professionalism to meet the training requirements via timely attendance in staff development seminars.
1.1.20 Contribute to the effective management of the teaching & learning resources within the Department/School through regular monitoring of programme needs.
1.1.21 Participating, where necessary, in programme/course team meetings;
1.1.22 Participate 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 specialization is not an expected requirement for this position. However, staff who engage in research and publications shall be recognized in staff appraisal and review exercises.

1.3 **Consultancy** in the area of the appointee's specialization and expertise is not an expected requirement for this position. However, staff who engage in approved consultancies shall be recognized in staff appraisal and review exercises.

General Duties & Responsibilities

1.4 The general duties and responsibilities of an Assistant Instructor in the TVET stream of the University are:
1.4.1 **Administration** of all activities 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 specialized jargon into understandable student's terminology • Able to articulate specialized 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
Research and Publication	• Participate in research activities in the area of specialization and expertise	• Publication of academic papers

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.