
POSITION DESCRIPTION

IDENTIFICATION

Position Title: Assistant Lecturer/Lecturer in Broadcast and Online Journalism

Position Number: LLL008

Section : SPACE

Department: Journalism

Location: Laucala

Category: Assistant Lecturer/Lecturer

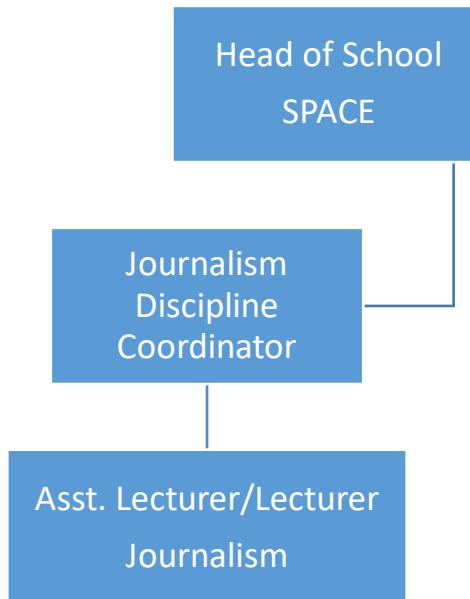
Current Incumbent: Vacant

Date of substantive appointment: January 2026

Reports To: Discipline Coordinator

Supervised by: Discipline Coordinator

ORGANIZATION CONTEXT



PURPOSE

The Assistant Lecturer/Lecturer in Broadcast and Online Journalism is expected to make contributions to the teaching effort of the University, and to carry out activities to develop his/her scholarly research and professional expertise relevant to the discipline

The successful applicant will be an active member of the school's vibrant research culture, and will contribute to teaching, course development and supervision at undergraduate and postgraduate levels. The applicant will teach four courses: JN201 Online Journalism; JN202 Radio Journalism; JN203 Television Journalism and JN302 Journalism Research. The successful applicant will also undertake management and administrative duties commensurate with the role. The post will be based at Laucala Campus, Fiji, although there may also be opportunities to deliver short-term flexi-schools at other campuses in the region.

NATURE AND SCOPE

- To provide academic teaching support to the Journalism courses, namely JN201 Online Journalism; JN202 Radio Journalism; JN203 Television Journalism and JN302 Journalism Research.
- Preparation and delivery of lectures and tutorials; marking and assessment
- Academic counseling
- Consultation with students;
- Conducting of individual and/or collaborative research;
- Involvement in a range of administrative functions, the majority of which are connected with the subject taught
- Involvement in consultancies.

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: _____ Indirectly: _____ Total Level of Costs: _____

Limits of Authority:

Financial: \$ - _____ Non Financial: _____

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External <ul style="list-style-type: none"> • Students 	Purpose of contact <ul style="list-style-type: none"> • Lectures • Tutorials • Academic counselling • Assignments
Internal <ul style="list-style-type: none"> • Discipline Coordinators • Campus Director • Head of School • Administrative Staff • Research Office 	Purpose of contact <ul style="list-style-type: none"> • Inter-disciplinary collaboration and issues of mutual interest • Programmes & courses offerings and staffing allocations • Campus collaboration and issues of mutual interest • Inter-school collaboration • Administrative issues • Collaboration with research clusters

POSITION DESCRIPTION

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance

Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. KRA: Teaching <ul style="list-style-type: none"> Key task: conduct tutorials Key task: conduct workshops Key task: prepare teaching material Key task: prepare resource material for real time and online sessions Key task: collaborate with team members for synchronized teaching plan 	<ul style="list-style-type: none"> Teaching is conducted in a timely and professional manner Workshops are conducted in professional and succinct manner meeting requirements Resource material prepared is aligned with the course's learning outcome
2. KRA: Assessments <ul style="list-style-type: none"> Key task: participate in team work for designing assessment tasks Key task: providing written feedback to students for their assessments in a timely manner Key task: participate in standardization practices for quality and efficacy Key task: show awareness of student performance and identify additional support for learners 	<ul style="list-style-type: none"> Marking of assessments are with feedback beneficial for students using the proper feedback procedure Assessments prepared are aligned with the course's learning outcome Reflects the skills required during standardization process
3. KRA: Research <ul style="list-style-type: none"> Key task: conduct individual and collaborative research Key task: conduct research related to the course Key task: identify research skills necessary for learners 	<ul style="list-style-type: none"> Research conducted is published in reputable journals Research conducted is beneficial for the needs of the region Research conducted is beneficial to the course development and revision
4. KRA: Administration <ul style="list-style-type: none"> Key task: be responsible for consultation with students under one's group Key task: provide online consultation for learners on Moodle 	<ul style="list-style-type: none"> Shows maturity and expertise during consultation

<ul style="list-style-type: none">• Key task: attend department, school and faculty meetings	<ul style="list-style-type: none">• Is available for appointed real and virtual consultations• Attends and provides educated responses during section, school and faculty meetings
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TERMS & CONDITIONS

Salary: Lecturer - \$76,666.85 - \$100,875.98

Length of Contract: 5 years

Gratuity and Allowances: _____

Other Benefits: _____

FORM 5.5.05A

POSITION DESCRIPTION

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • PhD in the relevant field • Formal tertiary teaching qualification or • Minimum 24 months teaching experience in the relevant field • Minimum five years professional experience as a journalist in radio, television, and online platforms, with demonstrated proficiency in contemporary broadcast and digital technologies 	

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
Ability to work in a multicultural environment Ability to work under pressure and meet deadlines	<ul style="list-style-type: none"> • Ability to work collaboratively with others • Ability to conduct team / shared tasks

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	Communication and research skills
<i>Advanced level</i>	Analytical and writing skills
<i>Working level</i>	Organizational and interpersonal skills
<i>Awareness level</i>	Computer skills

APPROVAL

Supervisor name: **Dr. Seu'ula Johansson-Fua**

Supervisor's Signature:  Date: **18/11/2025**

Staff Name:

Staff ID:

Staff Signature:

Date: