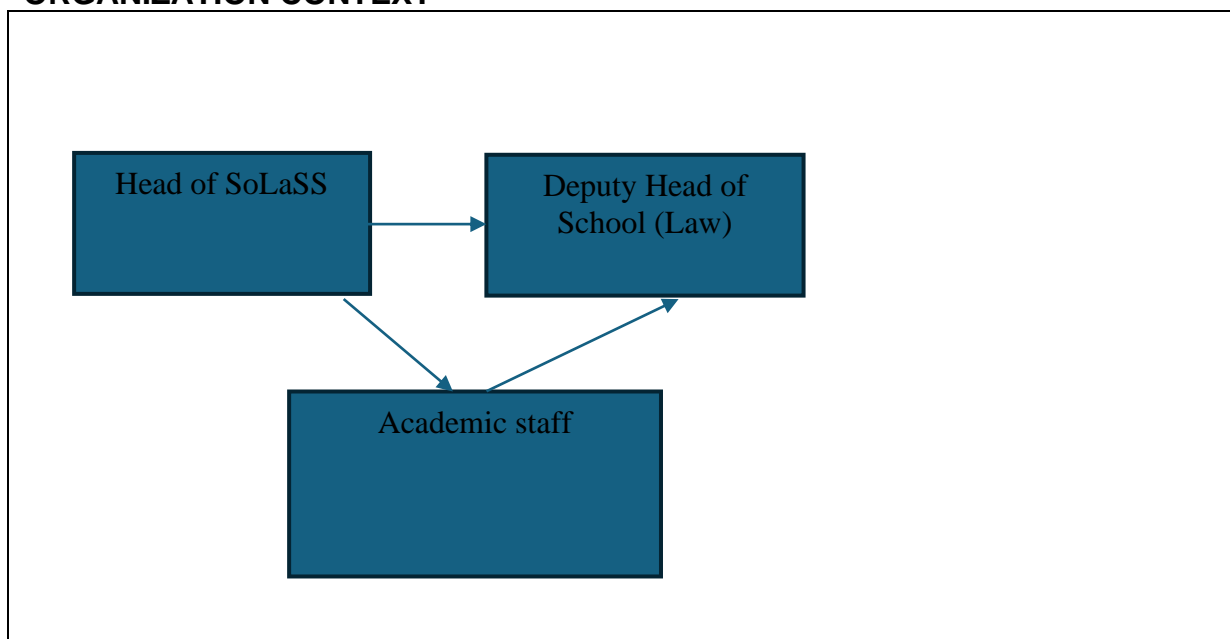


POSITION DESCRIPTION**IDENTIFICATION****Position Title:** Assistant Lecturer / Lecturer**Position Number:** LLS003**Discipline** : Sociology**Department:** SoLaSS**Location:** Laucala
Lecturer/Lecturer**Category:** Academic – Senior Staff**Grade:** Assistant**Date of substantive appointment:** January 2026**Reports To:** HOS, SoLaSS**Supervised by:** HOS**ORGANIZATION CONTEXT****PURPOSE**

This section describes the overall purpose of the job and the overall significance of the job from the organization's point of view. Answers the following questions:

- This position already exists and the VCP asked us to recruit for a longer contract and approved a short term contract till 31 December 2025.
- *what part of the organization's purpose is accomplished by this job?*
Teaching at undergraduate (and possibly postgraduate) level (with an emphasis on introduction sociology); supervision of postgraduate students; administrative duties; research and publication; research income
- *what would not get done if this job did not exist?*

The position is responsible for the delivery of compulsory course *SO100: Themes and Perspectives in Sociology* and 3 other courses, without which the BA Sociology programme cannot be offered.

- *why do we need this job at all?*

The postholder will be responsible for the delivery of 4 Sociology courses, without which the BA Sociology programme cannot be offered.

Moreover, a strategic review of the Introductory Sociology course (SO100) could attract more students to enroll in BA Sociology and increase the retention rate. In addition to the delivery of the BA Sociology programme, the postholder will strengthen the alignment between Preliminary/Foundation Sociology and BA Sociology as a strategy for increasing Sociology enrolment numbers. An Introductory Sociology expert with a wide network of regional pre-degree education stakeholders can contribute critically to tapping into the pre-degree market.

NATURE AND SCOPE

The position is integral to the delivery of BA Sociology. The incumbent will possess expertise in Introductory Sociology, preferably with knowledge of pre-degree Sociology curricula in the region, to strengthen the progression of pre-degree students to the BA Sociology programme, as well as to contribute to their retention once they have enrolled. As such, the incumbent is expected to have experience of working with pre-degree education stakeholders, such as the College of Foundation Studies and secondary schools in Fiji and the wider region. The incumbent is expected to possess extensive knowledge of the challenges faced by pre-degree Sociology students in proceeding to BA study and be able to develop strategies for mitigating them and facilitating their progression to the BA Sociology programme.

The incumbent is also expected to have a demonstrated ability to conduct research and an emerging publication record. Whilst the position is intended for an early-career academic, the postholder will be expected to develop a viable research agenda and contribute actively to the publication profile of SoLaSS.

POSITION DIMENSIONS

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

Staff Responsible for:

Directly: Part time markers/tutors Indirectly: N/A Total Level of Costs: AL/L Salary

Limits of Authority:

Financial: \$N/A

Non Financial: As per academic policy

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"> • Future/prospective students • Pre-degree education stakeholders • Non-governmental organisations • Funding bodies • USP member governments • Communities • Regional organisations • Secondary schools and school students 	Purpose of contact <ul style="list-style-type: none"> • Alignment with pre-degree Sociology programmes • Programme review • Marketing and outreach • Fundraising for research activities • Consultancies • Course offering, delivery & assessments. • Training, technical advice, research & consultancies. • Liaison for Open Day stalls and displays
Internal <ul style="list-style-type: none"> • Students • SoLaSS colleagues • College of Foundation Studies • Centre for Flexible Learning • Quality Marketing and Communication Unit • Finance • HR Department • SAS • Library • ITS • Regional campuses • Other Schools & Disciplines • Technical and support staff • Administrative staff 	Purpose of contact <ul style="list-style-type: none"> • Collaboration in learning & teaching • Streamlining pre-degree to BA progression • Marketing and outreach collaboration • Finance related matters • Staff training, leave, pay/salary matters. • Computer & internet connectivity, Moodle design and operation • Research collaboration • Course/programme delivery • Student admin

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. Teaching (60%) <ul style="list-style-type: none"> • Review of SO100 • Delivery of SO100 and 3 other courses • Course logistics and administration • Development of all course teaching materials (lectures, tutorials, assessments) • Conduct lectures, tutorials, and marking • Thesis supervision 	<ul style="list-style-type: none"> • Alignment between SO100 and pre-degree (Prelim/Foundation) Sociology programmes • Pass rates in assigned courses • Retention rates • Completion rates • Student feedback via CES • Thesis examination outcomes

POSITION DESCRIPTION

2. Research (30%)	
<ul style="list-style-type: none"> • Publication • Development of a viable research agenda 	<ul style="list-style-type: none"> • Meeting QoR requirement of at least one or two referred ranked publication
3. Administration (5%)	
<ul style="list-style-type: none"> • Course admin • Exam moderation • Routine reporting and paperwork • Sociology discipline related duties • School related duties 	<ul style="list-style-type: none"> • Satisfactory course delivery • Satisfactory programme delivery • School meeting attendance • School event (seminars, workshops, etc) facilitation and participation
4. Marketing & outreach (5%)	
<ul style="list-style-type: none"> • Collaborating with CFS in facilitating Foundation to BA progression • Collaborating with other pre-degree education stakeholders in facilitating pre-degree to BA progression • Organising Open Day activities 	<ul style="list-style-type: none"> • Sociology enrollment numbers • Retention rates

TERMS & CONDITIONS

Salary: Assistant Lecturer (FJ\$61,538 to FJ\$73,845); Lecturer (FJ\$78,200 to FJ \$102,893 per annum)

Length of Contract: 5 years

Gratuity and Allowances: As per USP Policies & Procedures

Other Benefits: As per USP Policies & Procedures

POSITION SPECIFICATION**Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • A postgraduate degree (Masters/PhD) in Sociology; 	<ul style="list-style-type: none"> • Postgraduate Certificate in Tertiary Teaching

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Relevant tertiary teaching experience of at least 1-2 years at undergraduate levels • Experience in online, distance and flexible learning teaching in a multicultural environment • Expertise in at least Introductory Sociology and others as required. • Experience of working with tertiary students in the Pacific 	<ul style="list-style-type: none"> • Evidence of effectiveness in teaching a wide range of sociological topics • Knowledge of pre-degree Sociology curricula in the Pacific • Ranked publications

POSITION DESCRIPTION

<ul style="list-style-type: none"> • Demonstrated ability and competency in research • Excellent oral/written communication skills. <p>For Lecturer Level</p> <ul style="list-style-type: none"> • A PhD in Sociology, with relevant tertiary teaching and/or research experience; or • In exceptional cases, a Master's degree or professional qualification with relevant teaching experience or relevant industry/professional experience or a significant research profile; • A strong research profile and publication agenda (commensurate with the ranks applied for); • Excellent communication, organisational and interpersonal skills; • Experience in creating and/or teaching online courses and with familiarity with online course design and pedagogy; • Show evidence of the ability to supervise postgraduate research students. 	
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Key Skills / Attributes / Job Specific Competencies

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

<i>Expert level</i>	<ul style="list-style-type: none"> • Independent, effective review of SO100 in consultation with colleagues and stakeholders • Excellent delivery of undergraduate/postgraduate Sociology courses (including SO100) as well as thesis supervision
<i>Advanced level</i>	<ul style="list-style-type: none"> • Primary contribution to SO100 review in collaboration with colleagues and stakeholders • Effective delivery of a wide range of undergraduate/postgraduate Sociology courses (including SO100) • Active contribution to thesis supervision
<i>Working level</i>	<ul style="list-style-type: none"> • Contribution to discipline review of SO100 • Adequate delivery of a wide range of undergraduate Sociology courses (including SO100) • Supplementary contribution to thesis supervision
<i>Awareness level</i>	<ul style="list-style-type: none"> • Delivery of SO100 and at least 3 other undergraduate courses • Undergoing thesis supervision training

FORM 5.5.05A
POSITION DESCRIPTION

APPROVAL

Supervisor name: Afshin Akhtar-Khavari



Supervisor's Signature:

Date: 04/09/2025