

POSITION DESCRIPTION**IDENTIFICATION**

Position Title: Assistant Lecturer/Lecturer/Senior Lecturer **Position Number:** LLS006

Section : History

Department: School of Law and Social Sciences

Location: Laucala

Category: AL/L/SL Level

Current Incumbent: **Date of substantive appointment:** 1 January 2026

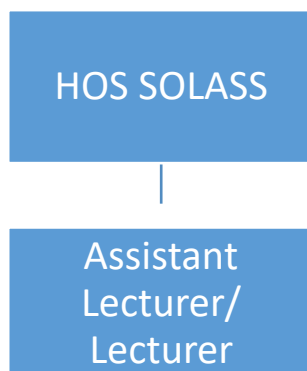
Reports To: HOS

Supervised by: Professor Afshin Akhtar-Khavari (HOS SOLASS)

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships

Insert organization:

**PURPOSE**

The purpose of this position is to contribute towards the history discipline in planning, teaching, coordinating courses at undergraduate level and delivering a high standard of teaching and research.

NATURE AND SCOPE

The appointee will be responsible for planning, teaching and coordinating courses at the undergraduate level. They will establish and/or continue a strong programme of research and will deliver high standards of undergraduate teaching in the area of history. Appointees to the Lecturer position will supervise postgraduate, Masters and/or PhD level students.

Preference will be given to applicants who demonstrate excellence in teaching and research and have attained recognition in their area of specialization in history with excellent communication, organizational and interpersonal skills.

POSITION DIMENSIONS

N/A

Staff Responsible for:

Directly: N/A Indirectly: N/A Total Level of Costs: N/A

Limits of Authority:

Financial: \$ N/A

Non Financial: N/A

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

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| External <ul style="list-style-type: none"> Ministry of Education for Fiji and Pacific Island Governments National Archives of Fiji Fiji Museum Members of Programme Advisory Committee | Purpose of contact <ul style="list-style-type: none"> Liaison and consultation |
| Internal <ul style="list-style-type: none"> History discipline staff School of Law and Social Sciences Staff USP Staff | Purpose of contact <ul style="list-style-type: none"> Collaboration |

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"> Preparation and delivery of lectures. Conduct of tutorials, practical classes, demonstrations, workshops, student field excursions; Marking and assessment primarily connected with subjects taught; Familiarity with Moodle Learning Management System Platform Academic advising and consultation with students | <ul style="list-style-type: none"> Student evaluations Peer evaluations |

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| <ul style="list-style-type: none"> Marking assignments scripts, tests and exams. | |
| 2. KRA Research <ul style="list-style-type: none"> Conduct of individual and/or collaborative research; and developing a respectable publications record. | <ul style="list-style-type: none"> To be determined by Research Office |
| 3. KRA Administration <ul style="list-style-type: none"> Limited administrative functions primarily connected with subjects taught. Attendance at Department/School/Institute meetings and/or membership of a limited number of committees. Initiating and developing subject or course materials | <ul style="list-style-type: none"> School Review |
| 4. KRA Community Engagement <ul style="list-style-type: none"> Attendance at Programme Advisory Committee Participate in community events and collaborations | <ul style="list-style-type: none"> School Review |

TERMS & CONDITIONS

Salary: Assistant Lecturer (FJ\$61,538 to FJ\$73,845 per annum); Lecturer (FJ\$78,200 to FJ\$102,893 per annum.); Senior Lecturer (FJ\$106,090 to FJ\$122,412 per annum.)

Length of Contract: 5 years

Gratuity and Allowances: N/A

Other Benefits: The University contributes 10% of basic salary to an approved superannuation scheme, provides airfare and relocation costs where appropriate.

Qualifications (or equivalent level of learning)

| <i>Essential</i> | <i>Desirable</i> |
|---|--|
| For Assistant Lecturer Level only: <ul style="list-style-type: none"> A postgraduate degree (Masters/PhD) in History or relevant discipline; Evidence of an interest in conducting research; Some experience teaching at a higher education institution; Demonstrated ability and willingness to develop, co-ordinate and teach courses at undergraduate levels; Excellent communication, organisational and interpersonal skills; and | <ul style="list-style-type: none"> Postgraduate Certificate in Tertiary Teaching (or equivalent). |

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| <ul style="list-style-type: none"> • Experience in creating and/or teaching online courses and with familiarity with online course design and pedagogy. • | |
|---|--|

Knowledge / Experience

| <i>Essential</i> | <i>Desirable</i> |
|--|--|
| <ul style="list-style-type: none"> • Demonstrated ability and willingness to develop, co-ordinate and teach courses at undergraduate levels. • A strong research profile and publication agenda (commensurate with the ranks applied for); • Excellent communication, organisational and interpersonal skills; and <p>For the appointment at Lecturer Level;</p> <ul style="list-style-type: none"> • A PhD in History or relevant discipline, 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. <p>For the appointment at Senior Lecturer Level;</p> <ul style="list-style-type: none"> • A PhD History or relevant discipline, with relevant tertiary teaching and/or research experience; | <ul style="list-style-type: none"> • Preference goes to candidates with experience in creating and/or teaching online courses and with familiarity with online course design and pedagogy; • Demonstrative familiarity with and knowledge of the Pacific Region. |

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| <ul style="list-style-type: none"> • Must have a sustained record of peer-reviewed publications; • Should have a portfolio of quality student reviews of their teaching efforts at a tertiary level; • Experience in university administration will be an advantage; • Must have capacity and/or experience to supervise PhD students/secure grants; • A strong research profile and publication agenda (commensurate with the ranks applied for); • Excellent communication, organisational and interpersonal skills. | |
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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> | Excellent analytical and numeracy skills Excellent communication skills Excellent organizational skills Excellent IT skills Excellent Judgment Independence Problem Solving Self-starter |
| <i>Advanced level</i> | N/A |
| <i>Working level</i> | N/A |
| <i>Awareness level</i> | N/A |

APPROVAL

Supervisor name: Prof Afshin Akhtar-Khavari, HOS SOLASS

Supervisor's Signature:



Date: 05/09/2025