

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Lecturer

Position Number: New

Section : Biological & Chemical
Sciences

Department: School of Agriculture,
Geography, Environment and Ocean and
Natural Sciences (SAGEONS)

Location: Laucala Campus

Category: Academic

Current Incumbent: N/A

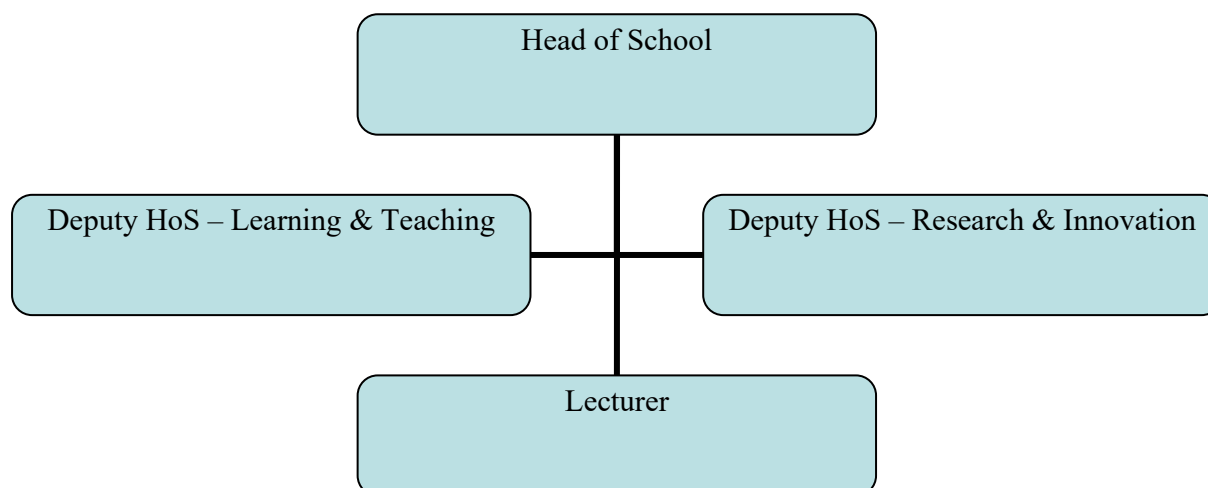
Date of substantive appointment:

Reports To: HoS - SAGEONS

Supervised by: HoS - SAGEONS

ORGANIZATION CONTEXT

Organization chart given below is the reporting line of Lecturer:



PURPOSE

The University of the South Pacific has twelve regional campuses and a diverse portfolio of programme offerings that are delivered across these campuses. In the School of Agriculture, Geography, Environment, Ocean and Natural Sciences (SAGEONS), the discipline of Biological and Chemical Sciences offers a Bachelor in Science (BSc) with various combinations of majors as well as prescribed programmes such as Bachelors of Environmental Science. Biology is a major programme in the discipline and courses in biology feed into other programmes within the school, such as Marine Science and Environmental Science (Biology emphasis). The position is integral to the teaching of Biology courses, particularly for students who seek to undertake plant related careers such as in agriculture, horticulture and/or environmental scientists. The position is currently vacant, with the previous incumbent Dr Reema Prakash, having resigned in 2024. The discipline/school must appoint a candidate to coordinate and teach the undergraduate biology courses that were taught by Dr Prakash including BI207 a course that supports the university's MoU

with the Ministry of Forestry, Fiji. The candidate may also be able to contribute to teaching and supervising postgraduate students in the discipline.

NATURE AND SCOPE

The appointee at Lecturer level will contribute to the teaching of degree level courses across the biology curriculum offered by BCS in face to face, blended and online modes, as well as conduct lab demonstrations and tutorials. The appointee will also be expected to contribute to online course development. In addition to the above, the appointee will be expected to undertake research in his/her area of expertise and in the thematic area of research and support the mission and goals of the school and University, as set out in the University Strategic Plan. The appointee will also assist in administrative and outreach tasks as and when assigned by the Head of School (HOS).

In addition to the expected course workload of three units (BI02 Plant Biology, BI207 Tropical Plant Biology and BI302 Plant Physiology or other courses in Biology), the incumbent will be required to help in project supervision in SC356 and SC400 as and when needed. Additionally, the incumbent will be required to assist with marking SC400 assessments for Biology postgraduates and may supervise MSc/SRP students. The candidate may be tasked with revising and teaching postgraduate courses in plant breeding and physiology.

POSITION DIMENSIONS

Staff Responsible for:

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

Limits of Authority:

Financial: \$ N/A

Non-Financial: As per academic policy

Key Relationships /Internal and External Contacts:

External • Non-governmental organisations • Funding bodies • USP member Governments • Consultants • Communities • Regional Organizations • National institutions • Industrial representatives • Schools and school students	Purpose of contact • Programme review • Fundraising for research activities • Course offering, delivery & assessments. • Training, technical advice, research & consultancies. • Research proposal/activities & attachments. • Training workshops, Field Trips & internship. • Meetings & conferences, workshops, attachments/internship • Liaison for Open Day stalls and displays • Marketing and outreach
Internal • Finance • HR Department • SAS	Purpose of contact • Financial related matters • Staff training, leave, pay/salary matters. • Computer & internet connectivity, multi-

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- Library - ITS - Regional campuses - Other Schools & Disciplines - BCS Teaching staff (academics) - Technical and support staff - Administrative staff	media - Research, consultancies, training, lectures - Tutorials, fieldtrips & course materials prep. - Works with other coordinators for class content & delivery - Works with school teaching staff to organize class content and delivery - Works with technical staff to organize class content and delivery - Works with administrative staff for logistical arrangements involved in discipline activities such as meetings, Open Day, field trips, etc.
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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 (this is the key achievement area) - Course logistics and administration - Development of all course teaching materials (lectures, tutorial sheets, and lab guidelines) - Conduct lectures, tutorials, and practicals	(Keep measures general at this stage, as the precise performance standards can be spelled out as part of the performance management process) - Pass rates for courses assigned in workload - Students' comments in CES feedback
2. Marking - Marking of all types of assessments including quizzes, tests, practical reports, projects, and exams - Thesis reviews - PhD seminar assessment	- Pass rates for courses assigned in workload - Students' comments in CES feedback with regard to feedback in marking as to timeliness and efficacy of marking - Thesis/ seminar examination forms
3. Administration - Assists other course coordinators in the moderation of exam papers - Assists other course coordinators in the moderation of exam marking <i>Ad hoc</i> delivery of requested information such as workloads and programme alignment and/or review	- Moderation forms for exam papers assessed - Moderated scripts for exam marking - Reconsidered exam scripts for grade changes
4. Marketing and outreach Contribute to Open Day preparations and delivery of planned activities	Feedback from visitors to the Open Day Booth including SMT feedback

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Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
Contribute to marketing activities such as school visits	Feedback from marketing activity organisers (e.g., marketing office).

TERMS & CONDITIONS

Salary: Lecturer: \$90,493.64 to \$119,068.87

Length of Contract: 5 Years

Gratuity and Allowances: Salary is inclusive of 15% Gratuity

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

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
A PhD in Biology in the fields of plant physiology and/or plant ecophysiology.	- Postgraduate Certificate in Tertiary Teaching (PGCTT); or, - Progress towards attaining Postgraduate Certificate in Tertiary Teaching (PGCTT) or equivalent. - Demonstrated experience in research and supervision of graduate students.

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
- Relevant tertiary teaching experience of at least 5 years at undergraduate and postgraduate levels. - Excellent oral or written communication in English with the ability to effectively articulate biological concepts to the students. - Demonstrated track record in publishing in ranked journals.	- Preference will be given to candidates with teaching experience at tertiary level in Biology in the Pacific Islands. - Demonstrated capacity to attract research funds and deliver research outputs. - Experience in distance and flexible modes for the delivery of tertiary education. - Experience in teaching in a multicultural environment. - Good planning and organizational abilities, excellent interpersonal and relationship building 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>	Coordination and delivery of undergraduate Plant Biology courses
<i>Advanced level</i>	Should be able to teach multiple Plant Biology courses in DBCS up to 800-degree level
<i>Working level</i>	Should be able to teach Plant Physiology and other courses in Plant Biology
<i>Awareness level</i>	Broader biology research skills and experience Experience with diverse Pacific cultures

APPROVAL

Supervisor name: Associate Professor Francis Mani

Supervisor's Signature: _____

Date: 03/08/2026

Staff Name: _____

Staff ID: _____

Staff Signature: _____

Date: _____