

## POSITION DESCRIPTION

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### IDENTIFICATION

**Position Title:** Teaching Assistant

**Position Number:**

**Section:** Ethics and Governance (UU200) **Department:** School of Law and Social Sciences

**Location:** Laucala **Category:** Senior **Level:** Band 1 or Band 2

**Current Incumbent:** Shirleen Sahai **Date of substantive appointment:** ASAP

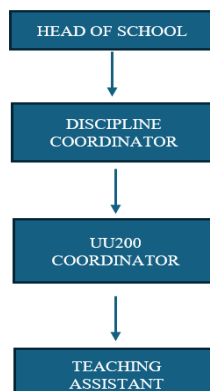
**Reports To & Supervised by:** Professor Afshin Akhtarkhvari

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### ORGANIZATION CONTEXT

The School of Law and Social Sciences is resourced to pursue excellence in teaching and research. The School offers several undergraduate programs such as a Bachelor of Laws (LLB) and Bachelor of Arts in Social Work, which are internationally accredited. We also offer targeted qualifications like the Postgraduate Diploma in Border Security, Professional Diploma in Legal Practice or Gender Studies. All our undergraduate programmes are available fully online as well as face-to-face, and with the Discipline of Law based at the Emalus Campus in Vanuatu and Social Sciences at the Laucala Campus in Fiji, you will be part of a dynamic network.

### Organizational Structure





**POSITION DESCRIPTION****Key Relationships /Internal and External Contacts:**

<b>Internal</b> <ul style="list-style-type: none"> <li>• UU200 Students</li> <li>• UU200 Staff</li> <li>• SoLaSS Staff</li> </ul>	<b>Purpose of Contact</b> <ul style="list-style-type: none"> <li>• Teaching and Marking</li> <li>• Reporting on teaching concerns</li> <li>• Seek advice on students</li> </ul>
<b>External</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

**THE ROLE**

We are looking for a proactive TA who:

- exercises sound judgment to foster independence in our students
- can work individually and in a team environment
- is flexible and has the ability to work under pressure
- can assist in administrative tasks

**KEY RESULT AREAS / KEY ACHIEVEMENT AREAS**

<b>Key Result Areas</b> <i>Jobholder is responsible for</i>	<b>Performance Measures</b> <i>Jobholder is successful when</i>
1. KRA <ul style="list-style-type: none"> <li>• Conducting Tutorials (F2F or Blended or Online)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Feedback</li> <li>• Absence of student complaints to the course coordinators</li> </ul>
2. KRA <ul style="list-style-type: none"> <li>• Marking Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Assessments to be marked in a timely manner</li> <li>• Adequate feedback provided to students</li> </ul>

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	<ul style="list-style-type: none"> <li>Absence of marking complaints to the course coordinator</li> </ul>
<p>3. KRA</p> <ul style="list-style-type: none"> <li>Further studies or staff development</li> </ul>	<ul style="list-style-type: none"> <li>Enrollment (and completion) of a Master degree or PhD</li> </ul>

**TERMS & CONDITIONS**

**Salary:** Band 1 (\$fj40,050.64 – 48,683.23) or Band 2 (\$fj 50,385.84 - \$fj 55,863.68)

**Length of Contract:** 3 years

**Gratuity and Allowances:** N/A

**Other Benefits:** N/A

**POSITION SPECIFICATION**

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

<i>Essential</i>
<ul style="list-style-type: none"> <li>Post-Graduate Diploma in one of the social sciences or humanities</li> </ul>

<i>Desirable</i>
<ul style="list-style-type: none"> <li>MA in one of the social sciences or humanities</li> </ul>

**Knowledge / Experience**

<i>Essential</i>
<ul style="list-style-type: none"> <li>Tertiary Teaching Experience</li> <li>Online Teaching Experience</li> </ul>

*Desirable*

- Experience teaching ethics and governance at the tertiary level
- Some knowledge of Moodle and Zoom or other online teaching platforms

### Judgment, independence and problem solving

Judgement	<ul style="list-style-type: none"> <li>• Being able to make sound decisions on when to intervene and when to step back, understanding professional boundaries, and acting with confidentiality and integrity.</li> <li>• Proactively assess when a student needs intervention.</li> <li>• Contribute to the assessment of student progress and provide feedback on challenges.</li> <li>• Maintain strict professional, ethical boundaries and confidentiality regarding students and staff.</li> </ul>
Independence	<ul style="list-style-type: none"> <li>• Being able to operate autonomously within the classroom.</li> <li>• Take initiative to support students and staff without constant supervision.</li> <li>• Manage classroom resources and learning environments proactively.</li> <li>• Initiate one-on-one mentoring with distressed students or those requiring additional encouragement.</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• Implement creative methods to engage students and to support diverse learning needs.</li> <li>• Adapt curriculum materials to make them accessible for students with special educational needs.</li> <li>• Manage challenging behaviors by applying School policies and University policies in a calm and consistent manner.</li> <li>• Troubleshoot during classes, adapt strategies when a student is not understanding a task.</li> </ul>

### APPROVAL

Supervisor name: Professor Afshin Akhtarkhavari

Supervisor's Signature:



Date: 20/05/2026

**FORM 5.5.05A**  
**POSITION DESCRIPTION**

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**ACCEPTANCE**

Staff Name:

Staff ID:

Staff Signature:

Date: