

FORM 5.5.05A
POSITION DESCRIPTION

IDENTIFICATION

Position Title: Asst Lecturer/Lecturer in Tourism and Hospitality Management
Position Number: LBT 006

School: SBM

Discipline: Tourism and Hospitality Management

Location: Laucala

Category: Academic

Grade: AL/L_____

Current Incumbent: Vacant

Date of substantive appointment: September 2026

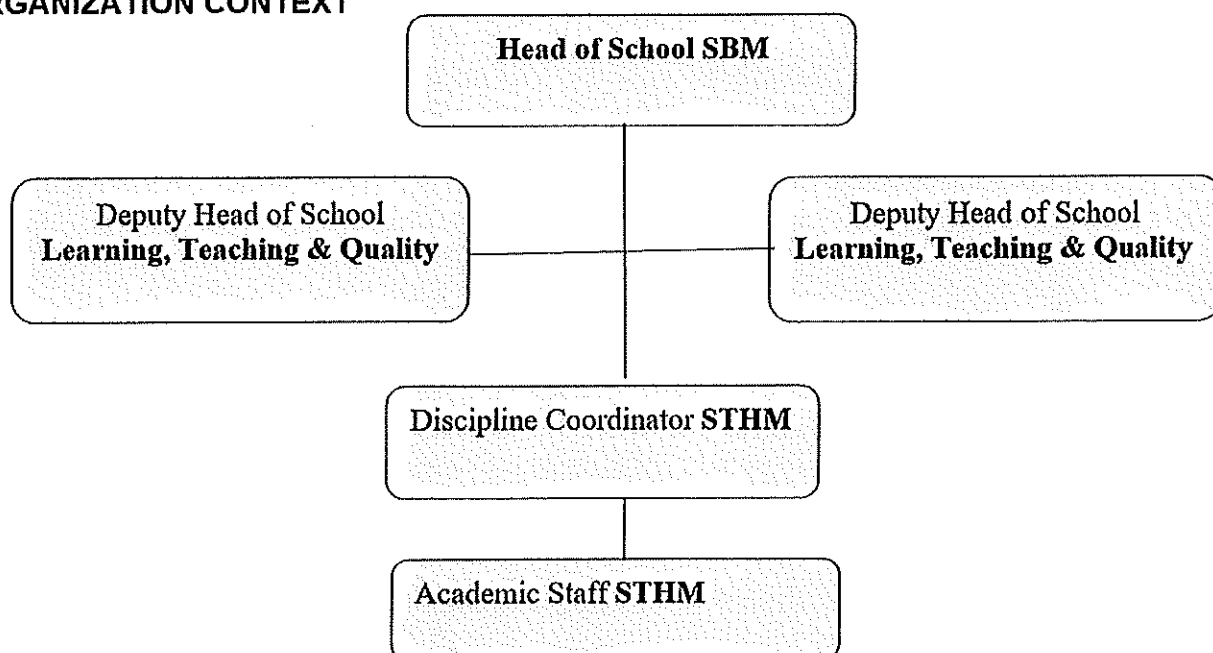
Reports To: Head of School

Supervised by: Head of School

ORGANIZATION CONTEXT

Insert organization: University of the South Pacific

ORGANIZATION CONTEXT



PURPOSE

The school anticipates that the Assistant Lecturer/ Lecturer position will contribute significantly to the School's new Mission and Vision:

'DTHM Vision'

The Discipline of Tourism and Hospitality Management aims to excel as a globally accomplished centre of expertise in tourism and hospitality management, maintaining a

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distinguished profile in education, training, professional practice and research.

'DTHM Mission'

The mission of the discipline is four-fold:

1. To equip students and trainees with the necessary professional skills and academic knowledge to be accomplished practitioners and scholars.
2. To produce high quality research and publication outputs which specialize in advancing the constructive role of tourism and hospitality in the development of the Pacific region, and other regions and locales.
3. To provide professional expertise and advice concerning the management and development of the tourism and hospitality industries, as well as sustaining a productive relationship with industry stakeholders.
4. To foster knowledge and skills in the ethical use of tourism and hospitality resources, and to centralize innovation and entrepreneurship as core objectives of the work of the school.

NATURE AND SCOPE

This section describes the context in which the incumbent is expected to operate describing the working relationships with both internal and external contacts. A description of the working environment and expected pressures the incumbent will encounter as well as the types of competencies he/she must have to perform the responsibilities of the position successfully.

The position will involve being proactive in the management, coordination, development and delivery of our postgraduate programmes, and in the development and delivery of new and existing courses and programmes at undergraduate level, across the field of tourism management, hospitality and events.

The discipline has a very good relationship with the tourism and tourism hospitality sectors, and this position will be encouraged to advance relationships with specific areas, notably in relation to the events industry and the cruise ship industries.

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: _____

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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 • Tourism and hospitality industry partners, including hotels and resorts, tour operators, airlines, event organisations and cruise operators. • Government ministries, statutory bodies and destination/tourism organisations in Fiji and the wider Pacific. • Employers, internship and fieldwork hosts, alumni and relevant professional associations. • Local communities, non-government organisations and development partners. • Universities, research collaborators, external examiners, conference networks and funding agencies.	Purpose of contact • Regular two-way liaison to keep teaching industry-relevant and to facilitate guest input, site visits, internships, applied research, consultancy and employment pathways. • Periodic consultation and collaboration on policy and sector developments, research, training, outreach and sustainable tourism and hospitality development. • Ongoing coordination of placements and career engagement, monitoring of student performance, and collection of employer feedback on graduate capabilities. • Collaborative and culturally respectful engagement for field learning, community-based research, outreach and knowledge exchange. • Professional and scholarly collaboration for joint research and publications, benchmarking, academic quality assurance, grant applications and professional development.
Internal • Head of School, Deputy Heads of School and the Tourism and Hospitality Management Discipline Coordinator. • Tourism and Hospitality Management academic staff, programme/course coordinators, and colleagues across SBM and USP campuses. • Undergraduate and postgraduate students. • Learning and Teaching/Quality Assurance, Flexible Learning, Library, Information Technology and student-support services. • Research Office, Finance, Human Resources and School administrative staff.	Purpose of contact • Regular reporting, consultation and advice on workload, performance, academic planning, accreditation, quality assurance and implementation of University and School policies. • Frequent collaboration on teaching, assessment and moderation, curriculum and programme development, research, postgraduate supervision and academic service. • Direct and continuing contact through teaching, consultation, timely feedback, academic advising, pastoral referral and research supervision. • Routine coordination to support effective face-to-face and online delivery, accessible learning resources, assessment integrity and appropriate student support. • As-needed operational liaison for research grants and ethics, budgets, recruitment, travel, procurement, records management and institutional compliance.

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

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Internal • Head of School, Deputy Heads of School and the Tourism and Hospitality Management Discipline Coordinator. • Tourism and Hospitality Management academic staff, programme and course coordinators, and colleagues across SBM and USP campuses. • Undergraduate and postgraduate students. • Learning and Teaching and Quality Assurance, Flexible Learning, Library, Information Technology and student-support services. • Research Office, Finance, Human Resources and School administrative staff.	Purpose of contact • Report and consult regularly on workload, performance, academic planning, quality assurance and implementation of University and School policies. • Collaborate frequently on teaching, assessment and moderation, curriculum and programme development, research, postgraduate supervision and academic service. • Maintain direct and continuing contact through teaching, consultation, timely feedback, academic advising, pastoral referral and research supervision. • Coordinate support for course design and delivery, educational technology, learning resources, quality standards and student success. • Work together on research proposals and ethics, grants and budgets, staffing, procurement, records, reporting and administrative compliance.

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Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Teaching, Learning and Student Success • Prepare and deliver assigned undergraduate and postgraduate courses in tourism, hospitality, and events through face-to-face, blended, and online modes. • Design valid and fair assessments; mark and moderate work promptly; and provide constructive, timely feedback. • Provide accessible student consultation, academic advising and appropriate referral to University support services. • Monitor engagement, retention, achievement and academic integrity, and implement timely support or improvement actions. • Review and improve teaching using student and peer feedback, research evidence and current industry practice.	• Courses, assessments and grades are delivered accurately and within approved timelines and quality requirements. • Student achievement, retention and feedback demonstrate satisfactory outcomes, with improvement actions documented and implemented. • Teaching materials and practices are current, inclusive and aligned with course learning outcomes and USP policies.
2. Curriculum, Programme Development and Quality Assurance • Develop and review courses and programs that respond to Pacific and global tourism, hospitality, and events-sector needs. • Contribute to program coordination, curriculum mapping, accreditation, or review processes and committee approvals. • Prepare and update course guides, online learning resources, readings and practical or industry-based learning activities. • Participate in assessment moderation, benchmarking, program evaluation, and continuous improvement processes. • Support program promotion, student recruitment, and orientation activities as required.	• New or revised curriculum is approved and implemented within agreed timelines and academic standards. • Course and program reviews, moderation, and quality reporting are completed, with agreed actions closed on time. • Curriculum remains coherent, industry-relevant and supportive of enrolment, retention and graduate capability.
3. Research, Publication and Scholarly Contribution • Maintain an active research plan aligned with appointment level, School priorities and the needs of Fiji and the Pacific region. • Produce peer-reviewed publications and other quality research or scholarly outputs. • Seek research funding, ethics approval and collaborative opportunities, and manage approved projects responsibly. • Present research at seminars, conferences and professional forums and integrate relevant findings into teaching. • Contribute to the Discipline and School research culture through seminars, collaboration and appropriate mentoring.	• Agreed research outputs are achieved at a quality and quantity consistent with the annual workload plan and appointment level. • Research proposals, ethics applications and approved projects are submitted or completed to required standards and timelines. • Research activity increases the visibility, collaboration, and impact of the Discipline and School.

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Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
4. Postgraduate Supervision and Research Training • Supervise or co-supervise postgraduate research students in accordance with qualifications, workload allocation and University policy. • Guide students in proposal development, research methods, ethics, analysis, academic writing and dissemination. • Monitor progress against milestones, maintain appropriate supervision records and provide timely, constructive feedback. • Contribute to research-methods training, postgraduate seminars and thesis or proposal examination and review. • Identify and escalate risks to progress and support students to achieve timely, high-quality completion.	• Postgraduate students progress through approved milestones and complete within reasonable or approved timeframes. • Supervision records, feedback and examination activities meet USP policy and quality requirements. • Student research demonstrates appropriate academic quality, integrity and relevance to the field.
5. Industry, Community and Professional Engagement • Build productive relationships with tourism, hospitality, events, and cruise-sector organizations and with government and community partners. • Facilitate internships, field visits, guest lectures, applied projects and graduate employment networks. • Undertake approved consultancy, professional training, outreach and knowledge-exchange activities. • Develop joint research, scholarship, innovation and entrepreneurship initiatives with external partners. • Represent the Discipline in relevant professional forums and maintain current knowledge of industry practice.	• Active partnerships produce documented teaching, research, outreach, consultancy or placement outcomes. • Student internship, experiential learning, and career opportunities are increased and effectively managed. • External engagement strengthens the relevance, reputation and impact of the Discipline in Fiji and the Pacific.
6. University Service, Collegiality and Corporate Responsibilities • Contribute to Discipline, School and University committees, meetings, planning and administrative duties. • Work collegially, share academic responsibilities and mentor junior staff, tutors or teaching assistants where appropriate. • Complete required records, reports, budgets and administrative processes accurately and on time. • Comply with University requirements for ethics, health and safety, equity and inclusion, privacy, academic integrity and risk management. • Participate in performance planning, professional development and activities that support continuous institutional improvement.	• Service and administrative responsibilities are completed accurately, on time and to agreed standards. • University policies are consistently followed and the jobholder contributes to a safe, inclusive and respectful working and learning environment. • The jobholder makes a positive and reliable contribution to teamwork, institutional initiatives and continuing professional development.

TERMS & CONDITIONS

Salary package: Asst Lecturer/ Lecturer- FJ \$71,212.25 to FJ \$85,454.69 or FJ\$90,493.64 to FJ\$119,068.87 per annum

Length of Contract: 5 years

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Gratuity and Allowances: N / A

Other Benefits: benefits will be provided in accordance with the University's policies and any applicable agreements.

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

<i>Essential</i>	<i>Desirable</i>
- For Lecturer, at least a PhD in tourism and/or hospitality, or a related field with a good research and publication record. - For Asst Lecturer, a Ph.D. or Masters in Tourism/Hospitality or a related field. - Extensive tertiary teaching experience preferably at undergraduate and postgraduate levels. - good research publications in ranked journals with quality of research (QoR). - excellent written and oral communication skills in English.	Masters in Tourism and/or Hospitality, or a related field with extensive teaching and a good research and publication record. Post Graduate certificate in Tertiary teaching

<i>Essential</i>	<i>Desirable</i>
Candidates must also the ability to coordinate and provide supervision for postgraduate students; the ability to contribute to the teaching of a range of tourism and hospitality courses; experience of programme development and new course design.	- Knowledge of tourism and hospitality in the South Pacific - Experience of writing and teaching courses in distance and flexible learning - Sustainable tourism, entrepreneurship and innovation in tourism and hospitality management, event management, cruise ship tourism and strategic hospitality management - Experience of teaching and developing post graduate courses in tourism and hospitality - Industry / private sector experience

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

<i>Expert level</i>	
<i>Advanced level</i>	X
<i>Working level</i>	
<i>Awareness level</i>	

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APPROVAL**



Supervisor's Name: Prof. Gurmeet Singh

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: