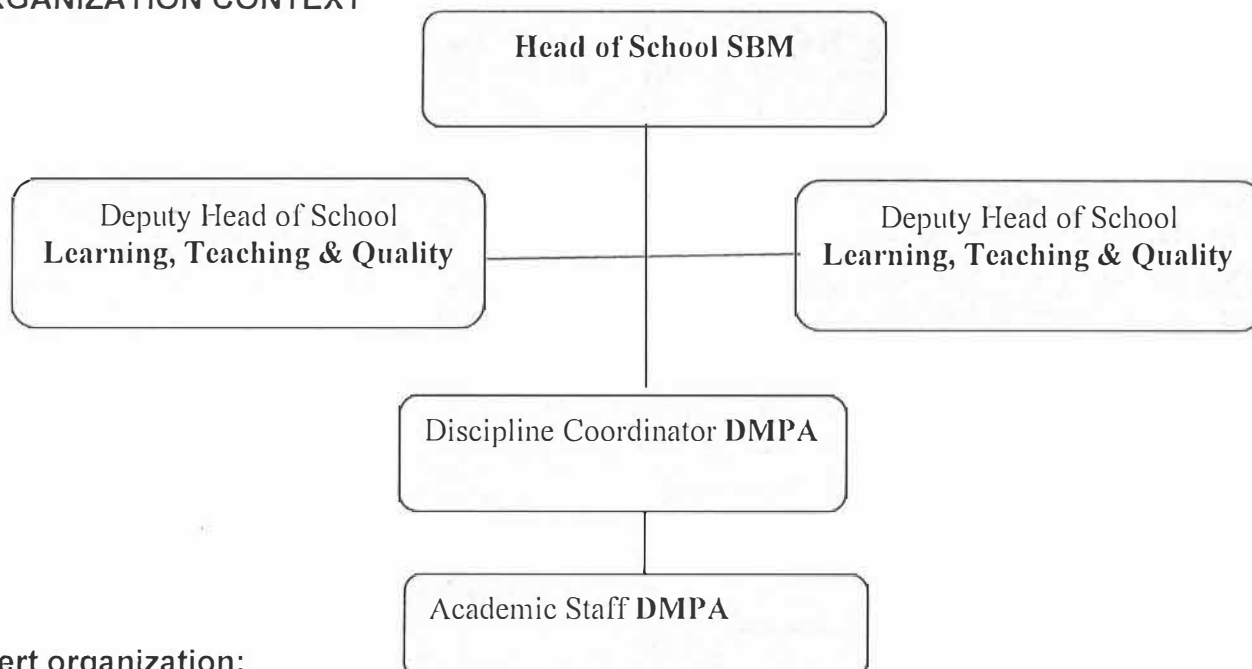


POSITION DESCRIPTION**IDENTIFICATION**

Position Title: Assistant Lecturer Position Number: LBP034
 Section : SBM Department: DMPA
 Location: Laucala Campus Category: Academic Grade: AL
 Current Incumbent: Vacant Date of substantive appointment: _____
 Reports To: Head of School Supervised by: Head of School

ORGANIZATION CONTEXT

Insert organization:

PURPOSE

USP operates across twelve Pacific Island nations. The Assistant Lecturer will be based in the Laucala campus and contribute across campuses. The appointee will deliver undergraduate and postgraduate courses within the Discipline of Management and Public Administration across all approved modes of teaching. The role also requires supervision of postgraduate research students and active contribution to the school's research and publication outputs in line with USP Quality of Research KPIs.

NATURE AND SCOPE

The successful candidate will be expected to demonstrate a strong ability and willingness to teach courses at the undergraduate, postgraduate and master's level. In addition to the above, the appointee will be expected to undertake research in his/her area of expertise and in the

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thematic area of research and support the school's and university's missions and goals, 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) and Discipline Coordinator. Preference will be given to applicants with prior experience in teaching Management & Public Administration courses at a reputable university. The candidate should also exhibit excellent written and oral communication skills in English.

POSITION DIMENSIONS

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

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

External • Program Advisory Committee • Research Funding Bodies • Visiting Faculty/Consultants • Funding bodies	Purpose of contact • For advice and consultation • For research project funding • Training, technical advice, research & consultancies. • Fundraising for research activities
Internal • Students • Staff • Regional Campuses • HR Department • Finance • Administrative Staff • Technical and support staff	Purpose of contact • Student support • Consultation and sharing expertise • Works with other coordinators for class content & delivery in Regional Campuses • Staff training, leave, pay/salary matters • Financial related matters • Works with administrative staff for logistical arrangements involved in discipline activities such as meetings, Open Day etc • Works with technical staff to organize class content and delivery

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) • Development of all course teaching materials • Conduct lectures and practical's including online activities • Marking of all types of assessments including presentation, test and exams.	(Keep measures general at this stage, as the precise performance standards can be spelled out as part of the performance management process) • Student pass rates • Timely submission of grades • Student comments in Course Evaluations
2. Research • Research Output • Quality of Research • Impact of the research	• Quantity measures include research grant applications, success rates and active grant income. • Quality measures include ranking by established and internationally recognized metrics • Societal benefit that accrues from research activity
3. Publication	• At least 2 refereed, ranked research outputs deposited on USPERR over previous 3 years • At least 1.5 Total EFTS research students (Masters 700 level plus PhD800 level) over the previous 3 years as primary or secondary supervisor. • FJD12k Research income (as named investigator) over the previous three years
4. Conference, Workshops & Seminars	• Attendance and paper presentation in Academy of Management, USA and other top-level conferences/workshops/seminars in area of expertise.
5. Marketing, outreach and accreditation • Contribute to marketing activities	• Feedback from visitors to the Open

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such as being part of information sessions.	Day booths and information sessions including SMT feedback.
6. Industry Liaison Engaging with public and private sector	- Increased interaction and participation with public and private sector - Joint research - Increased opportunities for student internships and employment

TERMS & CONDITIONS

Salary: Assistant Lecturer- FJD71,212.25 to FJD85,454.69 per annum.

Length of Contract: _____ 5 years _____

Other Benefits: As per USP Staff Policy

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
a postgraduate degree (Masters/PhD) in a relevant discipline; or	in exceptional cases, to meet particular disciplinary requirements in line with international standards, a relevant postgraduate qualification or professional qualification with relevant industry or research experience.

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
- Substantial teaching experience and a strong research background - Demonstrated ability and competence in research and administration.	Excellence in teaching in a multicultural environment and maintenance of their subject expertise through research publication.

Key Skills / Attributes / Job Specific Competencies

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

<i>Expert level</i>	Should possess excellent communication skills while dealing with other team members and staff members from other departments.
<i>Advanced level</i>	Maintenance of their subject expertise through research publication

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<i>Working level</i>	Team player and ability to meet deadlines
<i>Awareness level</i>	Manage time well and be punctual to work

APPROVAL

Supervisor name: Prof. Gurmeet Singh

Supervisor's Signature: Head of School, SBM

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: