

**POSITION DESCRIPTION**

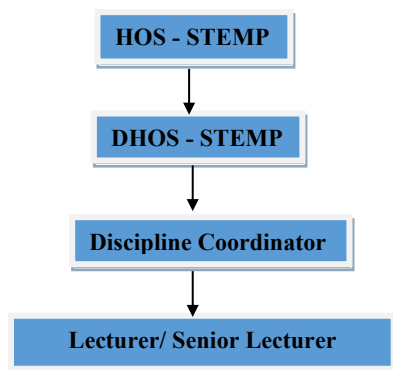


**IDENTIFICATION**

**Position Title:** Lecturer/ Senior Lecturer      **Position Number:** LSP065  
**Discipline:** Electrical & Electronic Engineering      **School:** School of Information Technology, Engineering, Mathematics and Physics  
**Location:** Laucala Campus      **Category:** Academic  
**Current Incumbent:**      **Date of substantive appointment:**  
**Reports To:** HOS - STEMP      **Supervised by:** HOS - STEMP

**ORGANIZATION CONTEXT**

The organization chart given below is the reporting line of the Lecturer/ Senior Lecturer



**PURPOSE**

The purpose of this position is to contribute towards the Electrical and Electronic Engineering discipline in coordinating and teaching lecture, laboratory, and tutorial classes, marking, administration duties, and counseling students at the undergraduate/postgraduate level, delivering a high standard of teaching, research and postgraduate student supervision.

**Commented [BS1]:** The research and supervision bit is missing.  
**Commented [MA2R1]:** updated

**NATURE AND SCOPE**

The School of Information Technology, Engineering, Mathematics and Physics is one of the largest schools in the University of the South Pacific and is resourced to pursue excellence in teaching and research. The school offers several Undergraduate programs, including two Professional programmes in ICT (Bachelor of Networks & Security and Bachelor of Software Engineering) accredited by the Australian Computer Society, two Engineering programmes (Bachelor of Electrical and Electronics Engineering and Bachelor of Mechanical

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Engineering) accredited by Engineering New Zealand, Civil Engineering, Physics, Computer Science, Information Systems and Mathematics.

The School also offers Postgraduate programmes in Information Technology, Cybersecurity, Mathematics, and Physics, as well as Master's and PhD programmes across all its disciplines.

The School is now considering interested staff who can join the dynamic team and take the School forward, with particular attention to new and expanding fields in Science and Technology, and a focus on the Pacific.

**POSITION DIMENSIONS**

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

**Staff Responsible for:**

Directly: Not Applicable (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:**

<b>External</b> <ul style="list-style-type: none"> <li>• Suppliers,</li> <li>• Sponsors</li> <li>• Present and past students</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Liaising with relevant contacts for carrying out teaching, research and admin duties in the Pacific islands</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Head of School (HoS)</li> <li>• Discipline Coordinator (DC)</li> <li>• Academic and support staff</li> <li>• Other academic staff in related disciplines</li> </ul>	<b>Purpose of contact</b> <ul style="list-style-type: none"> <li>• Teaching Electrical Engineering lab/tutorial classes.</li> <li>• Engage in research in a multidisciplinary environment under supervision.</li> <li>• Collaborations in teaching and research.</li> </ul>

**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*

<b>Key Result Areas</b> <i>Jobholder is responsible for</i>	<b>Performance Measures</b> <i>Jobholder is successful when</i>
1. <b>TEACHING (60%)</b> (this is the key achievement area) <ul style="list-style-type: none"> <li>• Prepare lectures</li> <li>• Attend lecture classes</li> <li>• Prepare lab experiments</li> <li>• Attendant lab classes</li> <li>• Prepare tutorial questions</li> <li>• Attend tutorial classes</li> </ul>	(Keep measures general at this stage, as the precise performance standards can be spelled out as part of the performance management process) <ul style="list-style-type: none"> <li>• Students successfully complete their courses</li> </ul>

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<ul style="list-style-type: none"> <li>• Prepare Shortest papers</li> <li>• Coordinate and manage courses</li> <li>• Supervise final examinations</li> <li>• Mark exam scripts</li> <li>• Supervise final year engineering project students</li> <li>• Make high ranked publications</li> <li>• Supervise post graduate students</li> </ul>	
<p>2. RESEARCH (30%) (this is the key achievement area)</p> <ul style="list-style-type: none"> <li>• Research in one's area of interest.</li> <li>• Postgraduate students' supervision.</li> <li>• Seeking and securing internal and external research grants.</li> </ul>	<ul style="list-style-type: none"> <li>• Research papers published in international/regional journals.</li> <li>• PG students successfully supervised.</li> </ul>
<p>3. Administration and Community Service (10%)</p> <ul style="list-style-type: none"> <li>• Help in accreditation process.</li> <li>• Help the School in admin work.</li> <li>• School outreach activities.</li> <li>• Membership of national/regional committees Industry/School liaison.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective engagement in accreditation process.</li> <li>• Member of committees as required. Membership of Professional bodies and local institute (Engineers Fiji).</li> <li>• Involvement in outreach activities as needed. An effective relationship with the local/regional industry developed.</li> </ul>

**Commented [BS3]:** One important bit missing here is the involvement in research calls and attracting grants. Assaf can provide this info

**Commented [MA4R3]:** Updated

**TERMS & CONDITIONS**

**Salary:**

Position Salary/Grade Level Step 1-7 (L)	Salary Range: \$90,493.64 to \$119,068.87
Position Salary/Grade Level Step 1 – 5 (SL)	Salary Range: \$122,768.26 to \$141,655.85

**Length of Contract:** 5 Years

**Gratuity and Allowances:**

**Other Benefits:**

**POSITION SPECIFICATION**

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

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• For appointment, an Lecturer/Senior Lecturer is required to have a completed a Ph.D. programme in Electrical and/or Electronic Engineering.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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<ul style="list-style-type: none"> <li>• Other Minimum Qualification Requirements may be stipulated according to particular disciplinary requirements, following international standards.</li> <li>• Professional experience may include teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contribution, and/or contributions to technical achievement.</li> </ul>	
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Commented [BS5]: remove

**Knowledge / Experience**

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Relevant laboratory experience in electrical and electronics engineering in tertiary education institutions;</li> <li>• Relevant industrial experience ;</li> <li>• Ability to work in a multicultural environment;</li> <li>• Demonstrate sound skills and be willing to work as a member of a dynamic team;</li> <li>• Teaching qualification and teaching experience at tertiary level in a university setting;</li> <li>• Excellent written and oral communication skills; and</li> <li>• Demonstrated ability to work in a multicultural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in distance and flexible education and evidence of working in a multi-cultural environment.</li> </ul>

**Key Skills / Attributes / Job Specific Competencies**

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

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Expert level	<ul style="list-style-type: none"><li>• Excellent analytical and numeracy skills</li><li>• Excellent communication skills</li><li>• Excellent organizational skills</li><li>• Full IT competent and IT skills</li><li>• Excellent judgement skills</li><li>• Self-starter and Problem solver</li><li>• Team player</li></ul>
Advanced level	50
Working level	25
Awareness level	25

**APPROVAL**

Supervisor name: Professor Bibya Sharma

Supervisor's Signature: \_\_\_\_\_

Date: 2/04/2026

Staff Name: \_\_\_\_\_

Staff ID: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_