



## National University of Vanuatu

### Job Description and Specification



<b>Job Title</b>	ICT Tutor / Lab Instructor
<b>Reporting To</b>	ICT Lecturer & ICT Diploma Coordinator
<b>Job Purpose</b>	Teach practical classes and prepare laboratory exercises under supervision of a Lecturer in ICT Subjects
<b>Position Background</b>	<p>The National University of Vanuatu (NUV) was established by Act No. 34 of 2019, with a mandate to provide higher education advancement and lifelong learning through academic and professional excellence by training, teaching and learning in both the English and French official languages, research and international cooperation.</p> <p>The NUV Faculty of Science and Technology consists of five schools, each planned to offer a multidisciplinary mix of teaching and research courses. The School of Science is the first to be operational within the Faculty.</p> <p>The school's multidisciplinary approach and diversity of expertise will allow us to offer a wide range of academic programs at the undergraduate and postgraduate levels. Our courses are informed through active and ongoing research and private sector connections and provide our students with career-focused learning experiences. Through these means, the school produces capable graduates with knowledge, skills and experience to gain employment related to their discipline.</p>
<b>Position Summary</b>	<p>The NUV School of Science is seeking to appoint a competent and highly motivated individual to the position of Teaching Assistant/Lab Instructor in Information and Communication Technology (ICT). The position consists of 80% teaching and assisting in classes, and up to 10% service.</p> <p>Excellence in technical IT lab setup and in lab teaching/tutoring is a top priority for this position. Ideal candidates will have a broad background in Information Technology, especially in Systems, Networking, and Software Development with proven technical and teaching skills.</p> <p>Responsibilities include developing and teaching a wide range of labs and practical classes for undergraduate ICT courses, under the supervision of a lecturer, with potential to deliver particular labs in field of specialization. The Faculty will be integrated into different courses under different lecturers and are expected to intervene in approximately 8 courses per academic year, with a maximum of 30 hours of classes in a teaching week.</p> <p>Other responsibilities include ensuring quality and timely set-up of hardware and software for practical classes, working closely with the lecturers and program heads, assessing and grading lab work and offering support in practical classes to undergraduate students.</p> <p>We are interested in applicants who can prosper within a collaborative, interdisciplinary environment of academics, policy-makers and professionals.</p>

## Key Responsibilities – Detailed Listing

The Teaching Assistant/Lab Instructor will contribute to lab set-up, the development of lab exercises, and teaching practical classes and labs related to Information and Communication Technology. Specific instructional assignments will depend on the candidate's expertise and the needs of the School of Science, and may include (but are not limited to) courses in:

- Software Engineering, Databases, Cloud Computing and DevOps
- Networks and Server Systems
- Cybersecurity

The candidate is expected to:

- Prepare and deliver tutorials, labs and practicals for courses in their area of expertise, in collaboration with the course lecturer.
- Develop and administer assessments in practical classes, and provide feedback that fosters independent learning, under the supervision of the course lecturer.
- Advise and provide mentorship to undergraduate and graduate students
- Stay contemporary on issues relating to own discipline with an awareness of national and international ICT developments.
- Work closely with other faculty in the School of Science and the National University of Vanuatu to support these efforts

### Other duties

- Assist the School and the University to recruit and enrol students who are a good fit for NUV's culture, mission and vision.
- Undertake evaluation and self-review of teaching and learning practices
- Continuously upskill in the use of teaching and technological tools
- Participate in the University's performance, planning and evaluation processes
- Attend university events such as commencement, faculty meetings, etc.
- Serve on School of Science, Faculty and University committees if required
- Stay up to date and comply with legislation and University policy relevant to the duties undertaken, including the University's Code of Conduct, occupational health and safety (OH&S) procedures and sustainability guidelines
- Perform administrative tasks commensurate with the responsibilities of the position and contribute to processes that enable the effective operation of the School.
- Perform other duties as assigned by the Head of School or direct supervisor

<b>Critical Competencies</b>	<ol style="list-style-type: none"> <li>1. Perform and behave in a professional manner, demonstrating occupational knowledge, accountability and adaptability to changing situations.</li> <li>2. Strive for excellence through communication, inclusiveness and teamwork.</li> <li>3. Contribute to the NUV through innovation, leadership and a focus on quality.</li> </ol>
<b>Qualifications</b>	<p>A Master's in an IT-related domain, with demonstrated experience in delivering practical classes, tutoring, or training.</p>
<b>Preferential Skills and Abilities</b>	<ul style="list-style-type: none"> <li>✓ Experience in IT industry projects or high-profile IT community engagement</li> <li>✓ An understanding of ICT careers and industry skill/HR needs in the Pacific</li> <li>✓ Excellent interpersonal skills, demonstrated through experience working effectively in teams and engaging with the private sector, government agencies and professional bodies.</li> <li>✓ Excellent verbal and written communication skills, with demonstrated capacity to communicate technical concepts to both technical and non-technical audiences.</li> <li>✓ Ability to deliver course content and communicate fluently in English, French and Bislama language skills are an advantage.</li> </ul>
<b>Additional Experience and Capacities</b>	<p>Additional qualifications and experience that will be considered include evidence of the ability, commitment and experience to:</p> <ul style="list-style-type: none"> <li>✓ Implement innovative teaching methods</li> <li>✓ Create a stimulating teaching and learning environment.</li> <li>✓ Provide mentorship to students at undergraduate and postgraduate level.</li> <li>✓ Promote diversity in the fields of science, technology, engineering, and mathematics (STEM)</li> </ul>
<b>Required Experience and Selection Criteria</b>	<ul style="list-style-type: none"> <li>• A minimum of 1 year of practical teaching or training experience, preferably at university level (full-time or substantial part-time) in a recognized institution.</li> <li>• Evidence of having both developed and delivered practical classes, workshops or trainings at university-level or similar</li> <li>• If not a ni-Vanuatu citizen, meet the immigration requirements of the Republic of Vanuatu, and be willing to live and work in Port Vila on a full-time basis.</li> </ul>
<b>Language</b>	<p>Fluency in English is required. Knowledge of French and/or Bislama is an advantage. (An institutional learning support programme is available to lecturers who wish to learn French or improve their communication skills.)</p>
<b>Terms and Conditions of Employment</b>	<p>Three-year, full-time local contract, with the possibility of extension based on performance.</p>

	<p><b>Annual salary scale:</b> 2,800,000 – 3,000,000 VT (plus 25% benefits) depending on qualification and experience.</p> <p>The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language or disability.</p>
<b>Contact Person</b>	Potential applicants with specific questions are welcome to contact the Search Committee Secretariat at <a href="mailto:apply@univ.edu.vu">apply@univ.edu.vu</a>
<b>Application Procedures</b>	<p>Candidates should compile the following application package:</p> <ol style="list-style-type: none"> <li>1. A letter of motivation, including a comprehensive description of the applicant's administration, research and teaching approach</li> <li>2. A complete CV, including background, educational qualifications and professional experience</li> <li>3. Selected list of academic publications</li> <li>4. Official academic transcripts</li> <li>5. Contact information for three (3) referees</li> </ol> <p>Please email the application package above in PDF format to <a href="mailto:apply@univ.edu.vu">apply@univ.edu.vu</a> using the following subject line: Application [YOUR SURNAME] NUV SOS – Lecturer, Information and Communication Technology (ICT)</p>