

Curriculum Review Coordinator  
University of the South Pacific

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| <b>Job Title</b>            | Curriculum Review Coordinator   |
| <b>Department</b>           | Office of the Deputy Vice-Chancellor (Learning, Teaching and Student Services)<br><a href="https://www.usprecruits.usp.ac.fj">https://www.usprecruits.usp.ac.fj</a> |
| <b>Institution</b>          | University of the South Pacific<br>Suva, , Fiji   |
| <b>Date Posted</b>          | Mar. 9, 2018  |
| <b>Application Deadline</b> | Mar. 11, 2018   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Curriculum/Instruction  |
| <b>Job Website</b>          | <a href="https://www.usprecruits.usp.ac.fj">https://www.usprecruits.usp.ac.fj</a>   |
| <b>Apply Online Here</b>    | <a href="https://www.usprecruits.usp.ac.fj">https://www.usprecruits.usp.ac.fj</a>   |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

The Opportunity

The Curriculum Review Coordinator will coordinate the curriculum review work for quality enhancement processes including liaison with faculties, programmes and sections, workshop preparation and assistance with resource production and documentation.

The appointee will have a number of specific responsibilities including:

- Liaising with Faculties, Schools and relevant sections in the planning, oversight, organisation and documentation of curriculum review and assessment work;

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- Supporting schools in the development and documentation of curriculum maps;
- Assisting in the production of learning and teaching resources for the Learning, Teaching and Student Services Website;
- Auditing compliance with the standardised course outline template;
- Assisting in the collection of sample assessment tasks and rubrics;
- Updating the Inventory of Educational Effectiveness Indicators;
- Communicating with University staff about learning and teaching developments;
- Assisting in any other curriculum review-related work.

### The Person We Seek

To be considered for this position, applicants must have:

- Postgraduate qualifications in a relevant field;
- Previous work in higher education contexts;
- Project management or accreditation coordination experiences;
- Communication skills and good interpersonal skills;
- ICT skills;
- Networking and collaboration experience and skills;
- A strong work ethic and the ability to meet deadlines efficiently.

Preference will be given to applicants with a Master's degree in a relevant field.

### Remuneration

The position is available for a fixed term of 3 years.

Salary Range: Level 3 FJ \$66,521 to FJ \$81,491 per annum (Inclusive of 15% Gratuity)

Enquiries: Office of the Deputy Vice-Chancellor, Learning, Teaching & Student Services email: [evonne.inia@usp.ac.fj](mailto:evonne.inia@usp.ac.fj)

Closing date for applications: 11 March 2018

### How to Apply

Candidates may use the University's online E-Recruitment system to view full details and apply for this position at <https://www.usprecruits.usp.ac.fj> Manual and emailed applications are no longer accepted.

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Candidates may request further information from the Human Resources Office; tel.: (679) 32 32072; email: [hrhelp@usp.ac.fj](mailto:hrhelp@usp.ac.fj) or [personnel@usp.ac.fj](mailto:personnel@usp.ac.fj)

Please also include the following documents in your application: Cover letter and Resume clearly addressing key Selection Criteria, academic transcript and names of three referees, one of which must be your current or most recent direct work supervisor.

**EEO/AA Policy**

USP is an Equal opportunity Employer.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Office of the Deputy Vice-Chancellor, Learning & Teaching  
Office of the Deputy Vice-Chancellor, Learning & Teaching  
The University of the South Pacific  
Laucala Campus  
Suva  
Fiji

**Contact E-mail** [evonne.inia@usp.ac.fj](mailto:evonne.inia@usp.ac.fj)