



Solomon Islands National University
Job Description

Position Title: **Human Resource Assistants**
(4 Short Term positions)

SINU seeks to recruit 4 new graduates to provide support to the HR team in the following areas: (1) Employment Services; (2) Compensation and Benefits; (3) Employment Relations, and (4) Records. These are short term positions of upto one year.

Position Purpose

The primary responsibilities of the appointees are to provide support in the respective areas to the Director of HR in reforming the HR Department.

Scope of Work

To provide support in the following areas to the Director of HR (one person per area):

1. **Employment / Recruitment:** To help implement the 13 policies that fall under SINU's "Recruitment and Employment Policies
2. **Compensation, Benefits and Professional Development and Appraisal:** To help implement the policies that fall under SINU's "Remuneration, Housing and Allowances Policies, Leave Policies, and Professional Development & Appraisal Policies
3. **Employment Relations:** To help implement Professional and Personal Conduct Policies
4. **Records:** To help build and strengthen all HR records at SINU

[SINU HR Polices are found at: <http://www.sinu.edu.sb/wp-content/uploads/2020/07/SINU-HR-Policies-Approved-Dec-2019.pdf>]

Minimum Qualification Requirement: These positions require an excellent Bachelor's degree in any field which emphasizes quantitative analysis and logical thinking. New graduates with excellent grades in Maths, Statistics, IT, IS, Finance, Economics, Accounting or the Sciences (Chemistry, Biology, Physics) who wish to make the growing area of HR their career choice, are particularly encouraged to apply.

Other Requirements: Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

Desirable: Possession of a valid driving license would be desirable.

Remuneration: A Salary in the technical support services (TSS) stream at the Assistant Officer range of (SBD41,199-SBD64,206 gross) is payable to graduates in the listed areas.

Organizational Relationships

Position Type: 1-year Employment Contract

Reporting to: Director of Human Resources

Staff Responsible to you: NIL

Hours of Work: Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff shall be required to work days, evenings, weekends and public holidays, and must return to duty whenever needed.

Functional Relationships:

1. Internal Contacts: Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Managers, Directors, Vice Chancellor

2. External Contacts: SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities

1.0 DUTY STATEMENT

Specific Duties & Responsibilities

1.1 The specific duties and responsibilities of the HR Assistants are:

- 1.1.1 **Policy Awareness & Compliance:** To get to learn all the policies on HR and those impacting on HR, and to ensure full compliance with the same.
- 1.1.2 **Operational:** Carry out all operational requirements of the portfolio,
- 1.1.3 **Administrative:** Carry out all administrative functions required of the portfolio
- 1.1.4 **Research:** Carry out necessary research in areas that fall in your portfolio and make submissions to your supervisor and Director of HR on the same, with a view to improving the functioning of your section.
- 1.1.5 **Training:** Carry out necessary training and awareness of other staff of SINU whose activities have an impact on the functioning of the HR Office.
- 1.1.6 **Financial and HR Management:** Ensure full compliance with budget and other requirements of the section; function as an effective team player in the HR Office.

General Duties & Responsibilities

1.2 These include:

- 1.2.1 **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities.
- 1.2.2 **General Responsibility** to undertake all other duties as directed by the Director of HR.

2.0 KEY RESULT AREAS AND KPIS

Key Result Areas (KRAs)	Key Performance Indicators (KPI)	Outcomes & Achievements
Policies	<ul style="list-style-type: none">• Ensure full awareness of all policies under your responsibility	<ul style="list-style-type: none">• Comprehensive awareness and knowledge of the policies
Policy Compliance	<ul style="list-style-type: none">• Ensure that all activities of SINU that fall within the policy portfolio are fully complied with• Escalate the breaches to supervisors	<ul style="list-style-type: none">• Full compliance of the University with the policies under your responsibility
Work allocated	<ul style="list-style-type: none">• Carry out the work allocated to you by your supervisor, or Director diligently, effectively and efficiently.	<ul style="list-style-type: none">• Quality work output.• Timely output

Key Result Areas (KRAs)	Key Performance Indicators (KPI)	Outcomes & Achievements
Research	<ul style="list-style-type: none"> Carry out relevant research in your portfolio for relevant advise to supervisors and Director 	<ul style="list-style-type: none"> Research/data received by Supervisors/DHR
Training	<ul style="list-style-type: none"> Carry out necessary training of staff other than staff in HR for effective compliance with HR policies 	<ul style="list-style-type: none"> Internal stakeholders get fully trained to ensure compliances with policies.
Administrative support/assistance to the Director	<ul style="list-style-type: none"> Ensure that the Director's Office functions as an efficient unit within the University. 	<ul style="list-style-type: none"> Customer satisfaction is high; customers are Deans, Directors, Managers, PVCs and VC.
Management	<ul style="list-style-type: none"> Manage/maintain HR records relevant to your section Assist in managing/maintaining your section budget Advise supervisors and DHR on any matter relating to the functioning of the section Maintain discipline and abide by all policies of the University. 	<ul style="list-style-type: none"> Confidentiality and security of records are maintained, and secured for easier retrieval and access Compliance with budget of the section
Professional Standards	<ul style="list-style-type: none"> At all times conduct in a professional and courteous manner to all staff, students, and external community. 	<ul style="list-style-type: none"> No staff, student or external complaint about work performance and behaviour

3.0 OTHER DUTIES

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

4.0 CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature
Mr/Ms **Date**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature
Vice Chancellor **Date**

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Signed:

.....

Human Resources Director

.....

Date: