



**Solomon Islands National University**  
**Job Description**

**Position Title: Executive Assistant (Properties, Projects, ICT)**

**Position Purpose**

The primary responsibility of the **Executive Assistant (Properties, Projects, ICT)** is to ensure that all matters relating to Properties, Projects and ICT at SINU which come to the Office of the VC are compliant with policy and protocols, meet the tests of “best value for money”, and are in short, medium and long terms interests of the University.

**Scope of Work**

To provide the Vice Chancellor the necessary support in the Properties, Projects and ICT portfolios through provision of data, technical analysis, policy compliance advise, and to followup with internal and external stakeholders on all matters on which the VC makes decisions or seeks information or advice.

**Minimum Qualification Requirements**

This position requires: (a) an excellent Bachelors degree in any of the building, engineering or property management subjects, or ICT; a post-graduate qualification in a professional area would be desirable; (b) ability to work under pressure; (c) ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; (d) ability to travel at short notices on university business, (e) excellent data analysis skills (including high degree of proficiency in MSExcel), and (f) excellent written and verbal communication skills. In exceptional situations, people with a good quality Diploma in any of the building, engineering or property management subjects, and proven experience would be appointable.

Possession of a valid driving license would be desirable.

**Remuneration**

A Salary in Band 1 of the SINU Salary Structure (SBD46,000-SBD70,500 gross) is payable. After the employee’s employment is confirmed after a probation period (of upto 1 year), the University may provide a partly furnished accommodation to the employee commensurate with Band 1 housing standards.

**Organizational Relationships**

**Position Type:** **3 Year Employment Contract**

**Reporting to:** Vice Chancellor

**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, without additional remuneration, and must return to duty from leave whenever absolute need arises.

**Functional Relationships:**

Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Managers, Vice Chancellor

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



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## **1.0 DUTY STATEMENT**

### **Specific Duties & Responsibilities**

1.1 The specific duties and responsibilities of the Executive Assistant (Properties, Projects and ICT) are:

#### **1.1.1 Administrative**

- 1.1.1.1 Attend all meetings requiring VC's presence that deal with Properties, Projects and ICT, and take action items for immediate implementation
- 1.1.1.2 Take minutes and recordings for all meetings where and when requested by the VC
- 1.1.1.3 Liaise with relevant individuals and organisations (internal and external) to arrange meetings prepare agendas and draft minutes.
- 1.1.1.4 Maintain a comprehensive filing system and create a Database Management System for the Office
- 1.1.1.5 Organise agendas and necessary papers, and provide minutes for meetings of OVC committees dealing with Properties, Projects and ICT
- 1.1.1.6 Assist in planning and administration of the VC's Year Planner and contribute to the production of SINU Official publications
- 1.1.1.7 Provide input into general operation and management of the VC's Office and undertake office housekeeping
- 1.1.1.8 Conduct research and produce analytical reports as when required on subject matters of note.

#### **1.1.2 Program, Project and Service Delivery**

- 1.1.2.1 Ensure the development and implementation of all plans and projects
- 1.1.2.2 Make recommendations, to the VC as required (or as opportunities arise)
- 1.1.2.3 Analyse industry data, reports, etc. that have any actual or potential bearing on the University
- 1.1.2.4 Communication with stakeholders
- 1.1.2.5 Coordinate and manage all of OVC "events" dealing with Properties, Projects or ICT.

#### **1.1.3 Properties, Projects and ICT Management**

- 1.1.3.1 Maintain and coordinate all matters relating to Properties, Projects and ICT management which the OVC is required to do
- 1.1.3.2 Assist the VC in all aspects of properties, projects and ICT needs for the section, other sections of the University, and the University as a whole
- 1.1.3.3 Carry out research and prepare reports on Properties, Projects and ICT for the Vice Chancellor.
- 1.1.3.4 Carry out analysis of all elements of Properties and Projects (designs, building rates, market study of materials, project cash flows, etc), and ICT (all aspects of ICT needed by SINU)

#### **1.1.4 Staff Management**

- 1.1.4.1 Remain an effective team player in the OVC.

### **General Duties & Responsibilities**

1.2 The specific duties and responsibilities of a Executive Assistant (Properties, Projects and ICT) are:



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- 1.2.1 **Administration** of all activities relating to the specific duties listed above, including attending meetings and representing the OVC in meetings and forums to which the staff is sent.
- 1.2.2 **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities.
- 1.2.3 **General Responsibility** to undertake all other duties as directed by the Vice Chancellor.

**2.0 KEY RESULT AREAS AND KPIS**

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
Followups	<ul style="list-style-type: none"> <li>• Ensure that all decisions made by the VC, or required to be implemented by the VC, and all requests made by the VC on Properties, Projects and ICT are followed-up on and delivered</li> </ul>	<ul style="list-style-type: none"> <li>• Decision implementation</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Ensure that all documents on Properties, Projects and ICT brought to the VC for his approval and/or signature are compliant with the policies of SINU, the law of the land, and meet the standards of optimizing the value for money which SINU spends</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions are compliant to policies and laws</li> <li>• SINU gets value for money</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Carry out relevant institutional and market research as and when needed by the VC.</li> </ul>	<ul style="list-style-type: none"> <li>• Research/data based decision making</li> </ul>
Administrative support/assistance to the VC	<ul style="list-style-type: none"> <li>• Ensure that the VC's Office functions as an efficient unit within the University.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer satisfaction is high</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Manage/maintain the OVC's official records on Properties, Projects and ICT</li> <li>• Assist in managing/maintaining the OVC's budget</li> <li>• Advise the VC on any matter relating to the functioning of the OVC</li> <li>• Maintain discipline and abide by all policies of the University.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidentiality and security of records are maintained, and secured for easier retrieval and access</li> <li>• Compliance with budget of OVC</li> </ul>
Professional Standards	<ul style="list-style-type: none"> <li>• At all times conduct in a professional and courteous manner to all staff, students, and external community.</li> </ul>	<ul style="list-style-type: none"> <li>• No staff, student or external complaint about work performance and behaviour</li> </ul>

**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.



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**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:** .....



## Terms and Conditions for Band 1 of the University Salary Structure

<b>Employment Type:</b>	Three (3) years Fixed Term
<b>Salary Range</b>	<b>SBD\$46,000 – SBD\$70,500.00</b> per annum gross before tax, commensurate with the University's Qualification Requirements and Relevant experience.
<b>Gratuity:</b>	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
<b>Housing:</b>	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University's Housing Policy. University housing through application and on availability of houses.
<b>Annual Leave:</b>	30 Calendar Days per annum.
<b>Leave Passage:</b>	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee's home village with travel assistance of \$2000.
<b>Other benefits:</b>	Other conditions and benefits according to SINU Staff terms and conditions of Employment

***Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.***