



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

**Position Title: Executive Assistant (Research)**

**Position Purpose**

The primary responsibility of the **Executive Assistant (Research)** is to ensure that the research needs of the Vice Chancellor are met with high degree of efficiency.

**Scope of Work**

To provide the Vice Chancellor the necessary support through research (including data collation, data analysis and report preparation) on any area which the VC requires.

**Minimum Qualification Requirements**

This position requires: (a) an excellent Bachelors degree in Economics or Statistics; a post graduate qualification in Economics or Statistics would be preferable; (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.

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

**Work Hours:** 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



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

**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 that deal with institutional development which the VC is required to attend, 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 Institutional development, strategic planning, and University vision, mission and legislation
- 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

**1.1.2 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 institutional development.

**1.1.3 Research**

- 1.1.3.1 Develop and maintain an excellent data bank which will be required for decision making at the University.
- 1.1.3.2 Assist the VC in all aspects of institutional development for the University as a whole
- 1.1.3.3 Carry out research and prepare reports on all areas required by the Vice Chancellor.
- 1.1.3.4 Assist the VC in research which he carries out as part of his professional calling.

**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 the Executive Assistant (Research) are:

- 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.



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

**2.0 KEY RESULT AREAS AND KPIS**

<b>Key Result Areas (KRAs)</b>	<b>Key Performance Indicators (KPI) – Tasks and Objectives</b>	<b>Outcomes &amp; Achievements : Comments on Progress to date</b>
Data Bank	<ul style="list-style-type: none"> <li>Ensure that OVC has an excellent data bank on all areas which are related to the functioning of a University</li> </ul>	<ul style="list-style-type: none"> <li>Data Bank at OVC</li> </ul>
Analysis	<ul style="list-style-type: none"> <li>Utilise data to ensure the VC is adequately prepared for any matter that deals with growth and development of SINU.</li> </ul>	<ul style="list-style-type: none"> <li>SINU makes decisions on the basis of data analysis</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 all matters dealing with institutional development</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.



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

**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.***