

Solomon Islands National University
Job Description

Position Title: Executive Assistant (Legal & HR)

Position Purpose

The primary responsibility of the **Executive Assistant** is to ensure that all matters relating to human resources, and all matters which deal with the law (contracts, agreements, policies, compliances, etc.) under the Office of the VC are within the provisions of law and policy; that decision and requests made by the VC on HR and legal matters are in short, medium and long terms interests of the University, and these are followed-up efficiently and implemented.

Scope of Work

To provide the Vice Chancellor the necessary support in all matters dealing with legal issues (including legal advise, legal Interpretation of laws and policies, undertaking legal research, drafting policies, reviewing policies and procedures) and HR work as the VC requires; ensuring that The OVC and SINU comply with all laws and policies, and carry out the necessary followups with internal and external stakeholders on all matters on which the VC makes decisions or seeks information or advise in these areas.

Minimum Qualification and Other Requirements

This position requires a very good Bachelors degree in Law. A professional diploma in Legal Practice would be desirable.

Other attributes include: (a) ability to work under pressure; (b) ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; (c) ability to travel at short notices on university business, (f) excellent Legal analysis skills (including high degree of proficiency in legal research), (g) excellent written and verbal communication skills, and basic skills in MS Office.

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

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1.0 DUTY STATEMENT

Specific Duties & Responsibilities

The specific duties and responsibilities of the Executive Assistant (Legal) are:

1. Advise and Interpretation of Laws

- 1.1. Provide legal advice and interpretation of relevant national laws and policies to the Vice Chancellor.
- 1.2. Peruse legal documents, such as institution policies, MOUs & Agreements, and Contracts, to ensure they comply with relevant national laws and serve the interest of SINU.
- 1.3. Provide Assistance to VC on all legal matters pertaining to HR.
- 1.4. Assist Sub committees in undertaking internal investigations.
- 1.5. Draft legal documents and reports as authorized by the Vice Chancellor.

2. HR Management

- 2.1. Carry out research and prepare reports on HR for the Vice Chancellor.
- 2.2. Carry out analysis of all elements of HR (MQRs, Training Needs, academic and age profiles, employee performance appraisals, job analysis, etc.)

3. Administrative

- 3.1. Attend meetings that deal with institutional development which the VC is required to attend, and take action items for immediate implementation
- 3.2. Take minutes and recordings for all meetings where and when requested by the VC
- 3.3. Liaise with relevant individuals and organizations (internal and external) to arrange meetings prepare agendas and draft minutes.
- 3.4. 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.
- 3.5. Assist in planning and administration of the VC's Year Planner and contribute to the production of SINU Official publications.
- 3.6. Provide input into general operation and management of the VC's Office and undertake office Housekeeping.

4. Legal Research

- 4.1. Develop and maintain an excellent legal research expertise which will be required for decision making at the University.
- 4.2. Assist the VC in all aspects of institutional development for the University as a whole
- 4.3. Carry out Legal research and prepare reports on all areas required by the Vice Chancellor.
- 4.4. Assist the VC in legal research which he carries out as part of his professional calling.

5. Program, Project and Service Delivery

- 5.1. Analyse industry data, reports, etc. on all matters relating to HR which have an actual or potential impact on the University
- 5.2. Communication with stakeholders
- 5.3. Coordinate and manage all of OVC "events" dealing with Legal matters and HR.\

6. Staff Management

- 6.1. Remain an effective team player in the OVC.

7. General Duties & Responsibilities

The specific duties and responsibilities of the Executive Assistant (Legal) are:

- 7.1. **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.
- 7.2. **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities.
- 7.3. **General Responsibility** to undertake all other duties as directed by the Vice Chancellor.

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8. KEY RESULT AREAS AND KPIS

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date
Legal	<ul style="list-style-type: none"> • Ensure that OVC has an excellent advise on all areas which are related to the functioning of a University 	<ul style="list-style-type: none"> • OVC decision comply with national laws and institutional policies.
Analysis	<ul style="list-style-type: none"> • Utilise the laws and policies to ensure the VC is adequately prepared for any matter that deals with growth and development of SINU. 	<ul style="list-style-type: none"> • SINU makes decisions on the basis of legal analysis
Research	<ul style="list-style-type: none"> • Carry out relevant institutional and market research as and when needed by the VC. 	<ul style="list-style-type: none"> • Research/Legal based decision making
Followups	<ul style="list-style-type: none"> • Ensure that all decisions made by the VC, requests made by the VC on HR and legal matters, and decisions which are to be implemented by the VC in these areas are followed-up on and delivered 	<ul style="list-style-type: none"> • Decision implementation
Compliance	<ul style="list-style-type: none"> • Ensure that all documents on HR brought to the VC for his approval and/or signature are compliant with the policies of SINU, the law, and meet the standards of optimizing the value for money which SINU spends 	<ul style="list-style-type: none"> • Decisions are compliant to policies and laws • SINU gets value for money
Administrative support/assistance to the VC	<ul style="list-style-type: none"> • Ensure that the VC's Office functions as an efficient unit within the University. 	<ul style="list-style-type: none"> • Customer satisfaction is high
Management	<ul style="list-style-type: none"> • Manage/maintain the OVC's official records on Finance and HR • Assist in managing/maintaining the OVC's budget • Advise the VC on any matter relating to the functioning of the OVC • 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 OVC
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

2.0 OTHER DUTIES

9. 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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10. 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:**