



Solomon Islands National University

Job Description

Title	Human Resource Officer (HRO) – Compensation and Benefits
Incumbent Name	Vacant
School/Division	Human Resource Division
Band	Band 2
Category	Compensation Management and Benefits/ HR Development and Organizational Development
Reports to	Senior Human Resource Officer
Location/Campus	Kukum/Panatina
Direct reports	None

Summary of Duties

The HRO – Compensation and Benefits will assist in the following duties;

- To provide quality oriented client salary and payroll service delivery to the University.
- To provide and contribute to periodic salary journalizing and reconciliation services to the Finance Division.
- To make and ensure quality checks are carried out at all levels under the responsibility.

Main Duties and Responsibilities

Key tasks	<p>Document key tasks in the following sections where they apply.</p> <p>Administration.</p> <ul style="list-style-type: none"> • Assist processing and inputting of Payroll data for Salary payments. • Assist prepare Long Service Leave, Meetings, Allowances and Gratuity payments. • Assist prepare Requisition & Payment Voucher for HRD Payment. • Assist prepare Journals for payments of Salary, Gratuity, Long Service Leave and Allowance • Assist keep Fixed Asset register for HRD. • Assist keep ledger and update of Staff Loan & Salary Advance for staff fortnightly deduction. • Assist prepare house rental Requisition & Payment Voucher. <p>Initiative</p> <ul style="list-style-type: none"> • Any other duties as directed by the HR Manager.
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To assist in resolving problems affecting the management of day to day business in accordance with University regulations. • To assist in decision making regarding the operational aspects

	<p>Administration and Human Resource Management within the university</p> <ul style="list-style-type: none"> • To assist and to contribute to decisions, that has an impact on payroll related issues. <p>Resource management</p> <ul style="list-style-type: none"> • To assist and contribute to the overall management of the department in areas such as budget maintenance and business planning. • To alert the Manager to any shortage in the fixed assets register and payroll issues affecting the University • To assist and contribute to the management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> • To balance the competing pressures knowledge transfer, administrative demands and deadlines. • To skillfully work cross divisions and functions in the resolution of HR issues. • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in an academic context.
Key Performance Indicators	Document the ways the job will be evaluated? How will you know it is effective and the incumbent is doing their job?
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Qualifications required	<ul style="list-style-type: none"> • Degree in Finance, Accounting or Administration from a recognized institution with some experience and knowledge.
Experience	<p>Document experience required to perform this job</p> <p>Essential to the position:</p> <ul style="list-style-type: none"> • A degree graduate with at least one year experience in the duties outlined for this position; • A diploma graduate with minimum of 3-5 years' work experience in payroll management, • Proven ability in meeting datelines; • Sound knowledge of payroll systems. • Well written and oral communication and interpersonal skills, • Ability to provide, and a strong commitment to, effective and timely client service. • Demonstrated ability to meet deadlines.

Any other relevant information Most frequent Contacts	<ul style="list-style-type: none"> • Demonstrated ability to deal with highly sensitive issues. • Demonstrated ability to work under minimum supervision • Have good office organizational management and administrative skills. • Be computer literate.
	<ul style="list-style-type: none"> • All SINU Staff. • Financial Institutes. • National Provident Fund. • Inland Revenue. • Honiara City Council. • The Public.

Document History

Approval Date/ Date of Classification Review Date Revision History			
	2 years is normal or at a change of any related document		
	Name	Sign	Date
HR Officer	Sign	Date	