



## Solomon Islands National University

### Job Description

Title	Human Resource Officer - Housing
Incumbent Name	Vacant
School/Division	Human Resource
Band	Band 2.8
Category	Compensation Management and Benefits/ HR Development and Organisational Development
Reports to	Human Resource Manager
Location/Campus	Kukum/Panatina
Direct reports	None

### Summary of Duties

- To provide the overall administration and management of the housing needs and requirements for the University
- To provide policy advice and guidance to the senior management on housing matters and related matters to staff housing needs
- To support the Director Human Resource in the secretarial tasks for the University Housing Committee and to implement the decisions of the Housing Committee.
- To administer and manage the overall housing rental budget for the University Schools and Division.

### Main Duties and Responsibilities

Key tasks	<p><b>Administration.</b></p> <ul style="list-style-type: none"> <li>• Coordinate all housing requirements for SINU Staff</li> <li>• Assess the needs of staff applying for housing and allocating accommodation</li> <li>• Prepare tenancy agreements for houses rented in the open market for SINU staff</li> <li>• Prepare rental payments on monthly basis to private landlords whose houses SINU rents</li> <li>• To receive and respond to enquiries on all housing management matters ( rents, transfers, repairs etc)</li> <li>• Forwarding tenant complaints to the property manager</li> </ul> <p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>• Carry out regular inspections and management of staff houses and collecting and recording rent payments,</li> <li>• Processing applications for housing improvements and repairs and communicating outcomes to tenants</li> <li>• creating work orders for maintenance technicians or building supervisors university properties.</li> </ul> <p><b>Financial Knowledge</b></p> <ul style="list-style-type: none"> <li>• Maintaining a record of all invoices, financial reports and transactions</li> <li>• To process requests for cheque, insurance claims, rechargeable and other payments from the repairs holding account and other budgets in accordance with the housing financial regulations,</li> <li>• To process invoices and input information to raise orders/ release payments etc.</li> </ul>
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<p>Dimensions</p>	<p>by using the computerized financial system,</p> <ul style="list-style-type: none"> <li>• Paying utility bills and other property expenses, photocopying lease agreements.</li> </ul> <p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To develop and maintain a good knowledge of SINU housing policies and procedures.</li> <li>• To apply this knowledge in dealing with any enquiries from SINU Staff, tenants and landlords in the open market..</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• To balance the competing pressures knowledge transfer, administrative demands and deadlines.</li> <li>• To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received)</li> <li>• To engage in continuous professional development</li> </ul> <p><b>Decision Making Authority</b></p> <ul style="list-style-type: none"> <li>• Provision of advice to staff on housing procedures and policy</li> <li>• Maintenance of budget for SINU housing and reporting of discrepancies</li> </ul>
<p>Key Performance Indicators General Responsibilities</p>	<p>Manages the administration duties of SINU housing requirements in timely and orderly manner</p> <ul style="list-style-type: none"> <li>• To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>
<p>Qualifications required</p>	<ul style="list-style-type: none"> <li>• Postgraduate Diploma OR Bachelor’s degree in relevant field and at least 2 years relevant work experience OR relevant Advanced Diploma with 4 yrs. post Advanced Diploma relevant work experience or a Diploma with 8 years relevant post-Diploma work experience</li> </ul>
<p>Experience</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Relevant Qualification as per the Minimum qualification requirement above</li> <li>• Relevant experience in Real Estate or related area</li> <li>• Excellent organisational and time-management skills</li> <li>• Excellent interpersonal, written and communication skills</li> <li>• Good understanding of budget control</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Have a Driver’s Licence</li> </ul> <p><b>Essential to the position:</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of/or the ability to rapidly acquire a sound knowledge of relevant legislation, standards, policies, and procedures appropriate to different human resource management practices, and their implications for human resource management.</li> <li>• Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.</li> </ul>

Any other relevant information Most frequent Contacts	<ul style="list-style-type: none"> <li>• Well written and oral communication and interpersonal skills.</li> <li>• Ability to provide and a strong commitment to effective and timely client service.</li> <li>• Demonstrated ability to meet deadlines.</li> <li>• Demonstrated ability to deal with highly sensitive issues</li> <li>• Demonstrated ability to work under minimum supervision.</li> <li>• Have good office organizational management and administrative skills.</li> <li>• Be computer literate.</li> <li>• Be on time for work.</li> </ul>
	<ul style="list-style-type: none"> <li>• Director Human Resources, Director Property, Property Department Staff Stakeholders including Real Estate Agents and Landlords University Staff</li> </ul>

**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