



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

**Position Title:** Technical Assistant – E-Governance

**Position Purpose**

The primary responsibility of the **Technical Assistant (E-Governance)** is to ensure that all programming necessary for E-governance at SINU are done to ensure effective paper-less governance.

**Scope of Work**

To provide the Vice Chancellor the necessary support in E-governance needs of the University through provision of programming necessary for E-governance at SINU.

**Minimum Qualification Requirement:** This position requires an excellent Bachelors degree in ICT, with specialization in programming; a post-graduate qualification would be desirable. In exceptional situations, people without the necessary academic qualification, but with proven programming experience would be appointable.

**Other Requirements:** Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills; and excellent written and verbal communication skills are required.

**Desirable:** Possession of a valid driving license would be desirable.

**Remuneration:** A Salary in the technical support services (TSS) stream at the Assistant Officer range of (SBD41,199-SBD64,206 gross) is payable.

## **Organizational Relationships**

**Position Type:** 2-Year Employment Contract

**Reporting to:** Vice Chancellor

**Staff Responsible to you:** NIL

**Hours of Work:** **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, and must return to duty whenever needed. Because this job entails creativity and largely self-motivation and work, flexible work arrangements can be negotiated.

## **Functional Relationships:**

1. Internal Contacts: Management, Students, Staff.

2. External Contacts: 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**

**1.1 Specific Duties & Responsibilities:** The specific duties and responsibilities of the Technical Assistant (E-Governance) is the development (writing, testing, implementing, monitoring) of programmes to facilitate e-governance at the University. This includes (a) electronic student processes, (b) electronic job applications, (c) electronic business opportunities applications, (d) electronic accommodation processes, (e) electronic performance appraisal processes, (f) electronic teaching evaluation processes, (f) electronic alumni interaction systems, (g) electronic customer feedback system, (h) electronic properties and facilities management systems, and (g) electronic records management system.

**1.2 General Duties & Responsibilities:** These include duties relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities, and undertaking all other duties as directed by the Vice Chancellor.

## **2.0 KEY RESULT AREAS AND KPIS**

<b>Key Result Areas (KRAs)</b>	<b>Key Performance Indicators (KPI)</b>	<b>Outcomes &amp; Achievements</b>
Student processes	Writing, testing, implementing, monitoring of programmes	Respective programme successfully online and operating satisfactorily
Job applications		
Business opportunities applications		
Accommodation processes		
Performance appraisal processes		
Teaching evaluation processes		
Alumni interaction systems		
Customer feedback system		
Properties & facilities management systems		
Records management system		

## **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.

**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:** .....