



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

**Position Title:** Technical Assistant – IT Systems

**Position Purpose**

The primary responsibility of the **Technical Assistant (IT Systems)** is to provide full-time technical support to the SINU-Technology One Project Management Committee, which is overseeing the implementation of the software systems for Student Management and Finance modules adopted by SINU.

**Scope of Work**

To provide the Vice Chancellor, the SINU-Technology One Project Management Committee and its subcommittees the necessary technical support to ensure successful implementation of the full project in an efficient and timely manner.

**Minimum Qualification Requirement:** This position requires an excellent Bachelors degree in ICT, with specialization in programming; a post-graduate qualification would be desirable. Good graduates in Accounting with Information Systems background, may also be considered. In exceptional situations, people without the necessary academic qualification, but with proven programming experience or proven IS experience in a large accounting environment, may 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.

### Functional Relationships:

1. Internal Contacts: Management, Students, Staff.
2. External Contacts: Technology One consultants; Statutory bodies.

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## 1.0 DUTY STATEMENT

- 1.1 **Specific Duties & Responsibilities:** A few years back, SINU procured the Technology One student and finance management system to enable it to manage student and finance records. For a number of reasons, the project was not fully implemented. SINU is now implementing the system fully and bringing the student and finance modules to a single platform. The specific duties and responsibilities of the Technical Assistant (IT Systems) is to provide to the Vice Chancellor, the SINU-Technology One Project Management Committee and its subcommittees the necessary technical support to ensure successful implementation of the full project in an efficient and timely manner.
- 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

Key Result Areas (KRAs)	Key Performance Indicators (KPI)	Outcomes & Achievements
Provide overall technical support to office holders and committees involved in implementing the Technology One system.	Learning the critical functionalities of the system. Providing technical advice on migrating finance data to the Technology One system Providing advice on bringing efficiency and effectiveness in a comprehensive Student and Finance Management system Provide necessary customized training to staff on use of the system.	Successful implementation of the system incorporating Student Management and Financial Management.

## 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:** .....