



Career Opportunity

SINU seeks to recruit a highly skilled technical personal to assist the Director of Institutional Planning and Development with the necessary support in institutional planning needs of the University.

Vacancy No	Position Title	Department/School
HR34/2020	Economic Planning Officer/Assistant	Institutional Planning and Development.

Interested applicants can contact the Director of Human Resource for a detailed Job Description, Terms and Conditions, and an application pack, through email Director.HR@sinu.edu.sb. Alternatively these can be downloaded from the SINU website at <http://www.sinu.edu.sb/hrd/job/>

All Applications must be typed, and:

1. Include a cover letter.
2. Applications should address the selection criteria (as per the 'person specifications' in the JD).
3. A resumè or curriculum vitae that includes personal qualification and work experience details.
4. Certified Copies of certificates and/or transcripts - uncertified copies of certificates or transcripts will not be considered.
5. Names and contact details of two (2) professional referees.

Minimum Qualification Requirement: For the Economic Planning Assistant level appointment, this position requires an excellent Bachelors degree in Economics, with specialization in project planning, budgeting, and strategic planning. Those with post-graduate qualifications in one of these areas would be considered for the Economic Planning Officer rank appointment. New graduates with GPAs of 3.0 and above in Economics, and those with Masters and/or PhD (Economics) qualifications are encouraged to apply.

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: Salary will be commensurate at the rank the person is appointed at, in the technical support services (TSS) stream at the Assistant Officer range of (SBD41,199-SBD64,206 gross) or at the Officer range of (SBD66,319-SBD89,769 gross).

Medical and Police Clearance: Successful applicants may be asked to produce a police clearance and medical certificate prior to taking up the position.

The closing date for the above positions is: **21th August 2020.**

Only successful candidates will be contacted.

Late and incomplete applications will not be considered.

All completed applications must emailed to: Director.HR@sinu.edu.sb OR sinu.recruitment@sinu.edu.sb