



Career Opportunity

SINU seeks to recruit a **University Academic Registrar**. This position consolidates and expands the scope of the earlier position of Manager, SAS.

Title	University Academic Registrar
Institute/Department	Office of Pro-Vice Chancellor (Academic)
Category	Senior Management
Reports to	PVC Academic
Location/Campus	Kukum Campus
Direct reports	Pro-Vice Chancellor (Academic)

Position Responsibilities

The primary responsibilities of the appointee are to ensure that all student and academic services and activities are well-planned, coordinated and executed, in compliance with University policies; that all policies relating to the activities of the Academic Office (Academic Policies, Programme Development and Reviews, Examinations, Assessments, Student Result Management, Graduations, Student Records, Student Conduct Regulations, and Student Space Management) are effectively implemented and regularly reviewed; and that all documents before the University Senate and decision making are compliant with University policies and always remain at the standard required of a reputable university.

Scope of Work

Detailed scope of work is given in the Job Description available of SINU website: <http://www.sinu.edu.sb/hrd/job/>

Minimum Qualification and Experience Requirements:

A PhD in any field which emphasizes quantitative analysis and logical thinking with 2 years of work experience in an academic setting (including University teaching and/or research), OR

A Masters in a field of study which emphasizes quantitative analysis and logical thinking with a minimum of 6 years of work experience at a senior academic rank (including university teaching & research).

In exceptional circumstances, applicants who do not have the above MQRs, but have at least 15 years of demonstrated high quality academic administration experience of which at least 8 years is at the senior rank, may be considered.

Other essential requirements are: Ability to work under pressure; demonstrated experience in rapid turnaround of high quality documents; ability to work long hours and in the weekends or public holidays; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MS Excel); excellent IT skills, and excellent written and verbal communication skills.

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

Remuneration: A total annual remuneration including salary and gratuity in the General Support Services Manager grade of \$164,970 - \$176,729 are payable to the appointee.

Applications: Applications clearly addressing each aspect of the Position Responsibilities given above, and the qualification and experience requirements, are to be sent to: sinu.recruitment@sinu.edu.sb and hardcopy applications to: Director of Human Resources, Solomon Islands National University, P. O. Box R113, Honiara, Solomon Islands.

For further details on the position, please contact: Director of Human Resources on Director.HR@sinu.edu.sb

Closing Date: 30 September 2020