

# Career Opportunity [Re-advertised]

SINU seeks to recruit a new graduate to provide support to the HR team in the Records. These is short term positions of up to one year.

Vacancy No	Position Title	Department/School
HR33/2020	HR Assistant – Records	Human Resource Dept.

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](mailto: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:** These positions require an excellent Bachelor’s degree in any field which emphasizes quantitative analysis and logical thinking. New graduates with excellent grades in Maths, Statistics, IT, IS, Finance, Economics, Accounting or the Sciences (Chemistry, Biology, Physics) who wish to make the growing area of HR their career choice, are particularly 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 (including high degree of proficiency in MSExcel); 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 to graduates in the listed areas.

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

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](mailto:Director.HR@sinu.edu.sb) OR [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb)

The closing date for the above position is: **30 September 2020.**