

# Career Opportunity

<b>Title</b>	HR48/2020 – Grounds Assistant
<b>Institute/Department</b>	Property & Facilities Management Department
<b>Category</b>	Support Services – Grounds
<b>Reports to</b>	Grounds Supervisor
<b>Location/Campus</b>	Kukum Campus

## JOB DESCRIPTION

### Summary of Duties

- Carry out general cleaning of SINU grounds and lawns by using grass cutters/lawn mowers, or with bush/brass knives
- Carry out landscaping to campus grounds and lawns
- Collect all rubbish and plant materials around SINU campuses
- Trim trees and shrubs around staff houses, offices and other institutional building
- Clean all equipment such as lawn movers and report to college mechanic any damages or replacements
- Carry out any other duties the grounds supervisor may request from time to time

### GENERAL RESPONSIBILITIES TO OBSERVE

- To be responsible to ensure the Campuses lawns and surrounding areas are kept clean, creating a clean, healthy, safe and comfortable working environment for all staff and students and visitors to the workplace
- Observe occupational health and safety procedures of the University

### QUALIFICATION

- Basic education to standard six (6) level
- Working experience in landscaping environment and general cleaning
- Knowledge and skills on how to use cleaning machines/equipment such as grass cutter, lawn mowers etc

### ESSENTIAL SKILLS AND EXPERIENCE

- Previous experience of similar job will be an advantage
- Demonstrated efficiency, reliability and must be professional, organized and smart at work.
- Pay attention and follow details of cleaning by giving special attention to each task.
- Must be able to spend entire workdays on their feet, so must possess the endurance needed for the job and be physically fit.
- Must have a strong work ethic and a positive approach to their job and work well alone, as well as with a member of a team.
- Must have the ability to follow the instruction of a supervisor.
- Be punctual to work.

**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](mailto: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](mailto:Director.HR@sinu.edu.sb)

**Closing Date: 16 October 2020**