



Vacancy

Title	Clerical Officer (Records)
Faculty/School	Secretariat
Category	Administration
Reports to	Secretary to Council
Location/Campus	Honiara
Summary of Duties	The successful applicant will take the leading role to ensure that all official University records that brought to the Secretariat, both paper and electronic are systematically filed in the required filing system of the University.
Detailed Roles & Responsibilities	
Key Task	<p>Administration</p> <ul style="list-style-type: none"> • Participates effectively in the co-ordination and examination, evaluation of the University's records management system. • Develop and initiate improved methods for efficient handling, protecting, disposing of records and information. • Ensures all paper and electronic files are accurate and up to date. • Creates new files and ensure all documentation submitted are complete before filing. • Ensures appropriate security for all records stored in the Secretariat office. • Assists the Principal Records Officer, Secretary to Council and Manager Council secretariat on day to day operations of the Secretariat and other duties as required. • Reviews records retention schedules and record-keeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records, for destroying obsolete or unnecessary records. • Recommends purchase of storage, retrieval, or disposal equipment according to knowledge of equipment capability and cost. • Ensures to maintain a retrievable filing system at all times. <p>Communication and teamwork</p>

	<ul style="list-style-type: none"> • Good communication skills to communicate well and efficiently with colleagues. • Good team player <p>Business planning, reporting and management</p> <ul style="list-style-type: none"> • Provides reports to the Secretariat as and when required <p>Quality Assurance and customer satisfaction</p> <ul style="list-style-type: none"> • Ensures that all files and records are kept up to date • Compiles and operational information, generates reports, create correspondences, maintains supplies and other duties as assigned from time to time
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To resolve problems that affect records and filing within the secretariat. • To contribute to decisions, that has an impact on other related administration in the secretariat. • To provide advice on record keeping issues and ensure procedure are followed. • To provide reports on records as and when required by the secretariat. <p>Resource management</p> <ul style="list-style-type: none"> • To contribute to ensuring good resource management and usage of resources within the secretariat. • To manage resources that are within responsibility. <p>Working Environment</p> <ul style="list-style-type: none"> • To balance the competing administrative demands and deadlines. • To skillfully work cross the secretariat and the Office of the Vice-Chancellor.
Key Performance Indicators	<ul style="list-style-type: none"> • Filing and recording systems are established and are kept up to date and in order. • Retrieval of files and records by the OVC and secretariat are efficient and effective due to the recording system.
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for own health and safety and that of colleagues • To undertake other such other duties as may be reasonably expected. • To ensure a healthy and comfortable working environment

Resource management	<ul style="list-style-type: none"> • To contribute to the overall management of the Council Secretariat and Records Office • To alert the General Manager, Council Secretariat and Records to any administration shortfalls and HR issues within the Secretariat • To contribute to the management of quality, audit and other external assessments.
Working Environment	<ul style="list-style-type: none"> • To balance competing pressures of knowledge transfer, administrative demands and deadlines. • To skillfully work across divisions and functions in the resolution of issues • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in an academic context.
Key Performance Indicators	<ul style="list-style-type: none"> • Meetings are scheduled and managed according to University guidelines. • Ensuring council business and papers are prepared and distributed on time. • Minutes of previous meetings are prepared and viewed by the Chair and Councilors well in advance before the next meetings. • All Council resolutions are extracted, and distributed for actions and feedback reports made to Council. • Putting in place the yearly Council Meetings dates. • The Council needs are prepared and budgeting prepared and presented for approval. • Produce concise action orientated minutes
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected. • To provide a healthy and comfortable working environment
Minimum Qualification	<ul style="list-style-type: none"> • To be considered for this position, applicants must have a very good Bachelor degree qualification in IT system, administration and management.
Essential to the position:	<ul style="list-style-type: none"> • Have at least five (5) to ten (10) years work experience in an administrative position in a similar educational setting or organization in a similar area. • Substantial experience in an administrative position in a similar educational setting or organization in a similar area.

	<ul style="list-style-type: none"> • Substantial experience in writing official papers for presentation. • Effective report writing skills • High level of oral and written communication skill, analytical skills, good knowledge of administrative systems, customer relation skills, budgetary skills and financial planning skills. • Ability to work with very little supervision. • Flexibility and ability to work long and irregular hours to meet work requirements to meet completion of Council Requirements. • Ability to work under pressure to meet datelines. • Observes and maintain high level of confidentiality on Council matters. • Must be a process and procedure oriented person • Have a valid driver's license • Must be able to consult with the Vice Chancellor, Chair of Council, Councilors and SINU managers on Council matters.
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>