



### Vacancy

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| <b>Title</b>                                 | Council Secretary  |
| <b>Faculty/School</b>                        | Secretariat  |
| <b>Category</b>                              | Administration   |
| <b>Reports to</b>                            | General Manager, Council Secretariat and Records Office  |
| <b>Location/Campus</b>                       | Honiara  |
| <b>Summary of Duties</b>                     | The successful applicant will take the leading role in providing effective and efficient administrative, Records Management and Administrative Secretarial services at the Council, Senate and Senior Management of the University.  |
| <b>Detailed Roles &amp; Responsibilities</b> |  |
| <b>Administration</b>                        | <ul style="list-style-type: none"> <li>• To take lead role in the co-ordination of meeting notices, preparation of and the compilation of agenda items in consultation with the Chair of Council and Vice Chancellor for the Council, Senate and the Senior Management meetings.</li> <li>• Preparation, compilation and distribution of Council Papers in consultation with the Vice Chancellor to ensure compilation with the SINU Act and SINU Council Standing Orders and Statutes.</li> <li>• To ensure all Council Papers for presentation are done professionally in the approved Council Paper Format and assist where needed to maintain the standard of presentation.</li> <li>• To assist the General Manager-Council Secretariat and Records to draft motions for the Council, Senate and Senior management meetings;</li> <li>• To take and keep proper Minutes of all Council proceedings and maintain proper records systems for Council businesses.</li> <li>• To draft Council resolutions for approval by the Vice Chancellor and Chair before directing them to relevant officers and actions.</li> <li>• To provide feedback reports on Council Resolutions to Vice Chancellor for reporting to the Council.</li> <li>• Facilitate the regular review of Council Statutes, by-laws and other regulations.</li> <li>• Prepare and provide reports to Council as required by the Chair or Vice Chancellor from time to time</li> </ul> |

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| <b>Office Management</b>          | <ul style="list-style-type: none"> <li>• Be responsible for follow up on resolutions to ensure resolutions made are acted upon and administered correctly by officers.</li> <li>• To take the leading role in the preparations of council budgets in consultations with Vice Chancellor and Chair, Management and continuous monitoring and reporting of budget status and progress of expenditure.</li> <li>• To be responsible for the procurement and proper storage of SINU Council Secretariat and Records stationery consumables.</li> <li>• To take leading role in reviewing Councilors conditions of engagement from time to time and recommend to the Vice Chancellor areas that need attention especially for improvements.</li> </ul> |
| <b>Problem solving and impact</b> | <ul style="list-style-type: none"> <li>• To resolve problems affecting the management of day to day business in accordance with University regulations.</li> <li>• To make decisions regarding the operational aspects Administration and within the Secretariat.</li> <li>• To contribute to decisions, that has an impact on other related Council Secretariat activities.</li> </ul>   |
| <b>Resource management</b>        | <ul style="list-style-type: none"> <li>• To contribute to the overall management of the Council Secretariat and Records Office</li> <li>• To alert the General Manager, Council Secretariat and Records to any administration shortfalls and HR issues within the Secretariat</li> <li>• To contribute to the management of quality, audit and other external assessments.</li> </ul>   |
| <b>Working Environment</b>        | <ul style="list-style-type: none"> <li>• To balance competing pressures of knowledge transfer, administrative demands and deadlines.</li> <li>• To skillfully work across divisions and functions in the resolution of issues</li> <li>• To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).</li> <li>• To engage in continuous professional development.</li> <li>• To understand and apply the principles of equality of opportunity in an academic context.</li> </ul>   |
| <b>Key Performance Indicators</b> | <ul style="list-style-type: none"> <li>• Meetings are scheduled and managed according to University guidelines.</li> <li>• Ensuring council business and papers are prepared and distributed on time.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Minutes of previous meetings are prepared and viewed by the Chair and Councilors well in advance before the next meetings.</li> <li>• All Council resolutions are extracted, and distributed for actions and feedback reports made to Council.</li> <li>• Putting in place the yearly Council Meetings dates.</li> <li>• The Council needs are prepared and budgeting prepared and presented for approval.</li> <li>• Produce concise action orientated minutes</li> </ul>   |
| <p><b>General Responsibilities</b></p>   | <ul style="list-style-type: none"> <li>• To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for your own health and safety and that of your colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To provide a healthy and comfortable working environment</li> </ul>   |
| <p><b>Minimum Qualifications</b></p>     | <p>To be considered for this position, applicants must have a:</p> <ul style="list-style-type: none"> <li>• Excellent Bachelor degree in the relevant field; or otherwise</li> <li>• A minimum of a certificate or Diploma in business administration or a certificate in Secretarial Practices or equivalent from a recognized institution with 5-10 years’ work experience in the relevant field.</li> </ul>  |
| <p><b>Essential to the position:</b></p> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Substantial experience in an administrative position in a similar educational setting or organization in a similar area.</li> <li>• Substantial experience in writing official papers for presentation.</li> <li>• Effective report writing skills</li> <li>• High level of oral and written communication skill, analytical skills, good knowledge of administrative systems, customer relation skills, budgetary skills and financial planning skills.</li> <li>• Ability to work with very little supervision.</li> <li>• Flexibility and ability to work long and irregular hours to meet work requirements to meet completion of Council Requirements.</li> <li>• Ability to work under pressure to meet datelines.</li> <li>• Observes and maintain high level of confidentiality on Council matters.</li> <li>• Must be a process and procedure oriented person</li> <li>• Have a valid driver’s license</li> <li>• Must be able to consult with the Vice Chancellor, Chair of Council, Councilors and SINU managers on Council matters.</li> </ul> |

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| <p><b>Any other relevant information</b></p> | <p><b>Supervisory Responsibilities.</b></p> <ul style="list-style-type: none"> <li>• The officer does not supervise and other staff directly but works with the chair of Council, Councilors, Vice Chancellor, Deputy Vice Chancellor and all University Senior Officers to ensure all Council Resolutions are implementation and feedback reports made as required.</li> </ul> <p><b>Major Challenges.</b></p> <ul style="list-style-type: none"> <li>• Maintaining an effective and efficient secretariat to ensure the Council Business is effectively addressed in compliance with the SINU Act and Statutes and Council Standing Orders.</li> </ul> |
| <p><b>Term</b></p>                           | <p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>  |