



Career Opportunity

Title	HR 57/2021 – Council Secretary
Faculty/School	Secretariat
Reports to	General Manager, Council Secretariat and Records Office
Location/ Campus	Honiara, Kukum Campus

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- Excellent Bachelor degree in the relevant field; or otherwise
- 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.

Essential to the position:

- 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.
- 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.

Applications: Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/>

Closing Date: June 4th 2021 at 4.30pm. Late or incomplete applications will not be considered. Only Shortlisted applicants will be contacted.

Applications can be emailed to recruitment@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**