



Career Opportunity

Title	HR 58/2021 – Administration & Finance Officer
Faculty/School	Centre for Distance Flexible Learning
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/ Campus	Honiara

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have: a very good Bachelor degree qualification either in Management & Public Administration, Finance, Accounting plus 3-5+ years.

Essential:

3-5+ work experience in the relevant field.

Understanding of, and experience in Monitoring, Evaluation and Communication.

Desirable:

- Be on time for work
- Efficiency
- Honest and reliable;
- Can work after hours and during weekends when required;
- Strong PC skills and expertise in MS Office applications (outlook, Internet Explorer, Excel, Word etc.;
- Willing to learn;
- High attention to detail;
- Ability to prioritize, schedule and meet deadlines;
- Work both independently and within a team;
- Ability to work effectively in a fast-paced, dynamic team.

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 11th 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**