



# Career Opportunity

<b>Title</b>	<b>HR 59/2021 – Data &amp; Records Officer</b>
<b>Faculty/School</b>	Centre for Distance Flexible Learning
<b>Reports to</b>	Vice Chancellor through Head of Department/School and Dean of Faculty
<b>Location/ Campus</b>	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, IT System plus 3-5+ years.

### **Essential:**

IT system graduate

3-5+ work experience in the relevant field.

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

### **Desirable:**

- Willingness to work after hours, if requires
- Experience of collaboration with University and industry colleagues
- Be on time for work
- Experience in an educational institution would be an asset
- Excellent working knowledge in Microsoft Office.
- Computer literate with the ability to quickly learn new systems
- Typing speed of 45 words per minute
- Must be a self-starter, motivated and have the ability to multi-task.
- Working knowledge of Microsoft Access is an asset
- Good working knowledge of computerized data management systems and community
- Ability to understand and follow instructions

**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](mailto: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**