



# Career Opportunity

<b>Title</b>	<b>HR 61/2021 – Logistic &amp; Administration 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, 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](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**