



### Vacancy

<b>Title</b>	Logistic & Administration Officer
<b>Faculty/School</b>	Centre for Distance Flexible Learning
<b>Grade/Band</b>	Band 1.5
<b>Category</b>	Administration & Management
<b>Reports to</b>	Vice Chancellor through Head of Department/School and Dean of Faculty
<b>Location/Campus</b>	Honiara
<b>Summary of Duties</b>	<ol style="list-style-type: none"> <li>1. This position is responsible for coordinating the processes required to accomplish admission of students of the Solomon Islands National University Distance Flexible Learning Centre each term of an academic year.</li> <li>2. To ensure that the services rendered to students are of quality, and to address issues that concern students' academic wellbeing at the University.</li> <li>3. To ensure that the goals and objectives of the Academic Office is achieved through quick and timely response to student enquiries.</li> </ol>
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Key Task</b>	<ol style="list-style-type: none"> <li>1. Responsible for the day-to-day administration of the admissions process – issuing, receiving and recording all application forms.</li> <li>2. Responsible for the termly administration of the enrolment process.</li> <li>3. Responsible for daily, monthly and termly update of the admission data base and records.</li> <li>4. Responsible for providing the Data Record Officer final and accurate enrolment data.</li> <li>5. Responsible for providing daily and termly admission and enrolment data to the DFL management.</li> <li>6. Responsible for providing applicant's data to the SINUDFL selection committee or management - particularly the selection of students into SINUDFL.</li> <li>7. To assist the LCS Coordinator in planning, organizing and supervising the termly registration process.</li> <li>8. To assist the LCS coordinator and campus tutor in planning orientation of new students.</li> <li>9. Responsible for providing student enrollment data in respect of new and on-going students as and when required the Manager DFL and Senior Management of DFL.</li> <li>10. Responsible for student's assessment results.</li> <li>11. To assist the LCS Coordinator in the supervision of the Admission &amp; Enrolment team.</li> <li>12. To assist with the review and improvement of Admission &amp; Enrolment processes of Distance and Flexible Learning.</li> <li>13. Responsible for termly and yearly preparation of Admission and Enrolment Data and statistics reports for DFL.</li> <li>14. Assist with the establishment of termly and annual admission &amp; enrolment statistics reports for DFL.</li> <li>15. Responsible in ensuring the proper archiving of student records.</li> <li>16. Responsible to ensure the integrity of student data in the DRO.</li> <li>17. Responsible for all required checks on student data.</li> <li>18. Assist with the review and improvement of the selection process in the student Academic Services.</li> <li>19. Work with Data and Records Officer in students Assessment.</li> </ol>
<b>Dimensions</b>	<p><b>Business planning, reporting and management</b></p> <ul style="list-style-type: none"> <li>• Responsible for the preparation of Admission and Enrolment Data reports for each Term and yearly reports</li> <li>• Responsible for the planning of business component processes for DFL Admission and Enrolment.</li> <li>• Responsible for the day to day management of the Admission &amp; Enrolment Section</li> <li>• Responsible for preparing assessment, table it at the Centre Assessment Committee.</li> </ul> <p><b>Quality Assurance and customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Responsible for all quality assurance matters with the Admission &amp; Enrolment processes.</li> <li>• Ensure customer satisfactions in all services provided by the Admission &amp; Enrolment section.</li> <li>• People Management and team work.</li> <li>• Responsible for the Admission and Enrolment Team and its processes.</li> </ul> <p><b>Initiative</b></p> <ul style="list-style-type: none"> <li>• To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time.</li> <li>• Must be a self-starter</li> <li>• Must be an achiever</li> <li>• Good planner</li> </ul>
<b>Measures of Effectiveness</b>	<ul style="list-style-type: none"> <li>• Be able to deliver termly assessment and results.</li> <li>• Provide termly plan</li> <li>• Complete at least two short surveys reports relating to what s/he was doing in a year</li> </ul>
<b>Minimum Qualifications</b>	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; or otherwise

	Diploma in Secretarial Studies plus 3+ years of relevant experiences in similar job or a Certificate with 5+ years of work experience.
Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• A degree with 3+ years of relevant experiences in similar job or a Diploma with 5+ years of work experience.</li><li>• Understanding of, and experience in Monitoring, Evaluation and Communication;</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Be on time for work</li><li>• Efficiency</li><li>• Honest and reliable;</li><li>• Can work after hours and during weekends when required;</li><li>• Strong PC skills and expertise in MS Office applications (outlook, Internet Explorer, Excel, Word etc.;</li><li>• Willing to learn;</li><li>• High attention to detail;</li><li>• Ability to prioritize, schedule and meet deadlines;</li><li>• Work both independently and within a team;</li><li>• Ability to work effectively in a fast-paced, dynamic team.</li></ul>
Restriction	This position is reserved for nationals of Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where national of Solomon Islands with the MQRs are unavailable, would the University hire non-nationals.
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.