



# Career Opportunity

<b>Title</b>	HR 114/2021 – Assistant Secretary
<b>Department</b>	DEPARTMENT OF FORESTRY /FACULTY OF AGRICULTURE, FISHERIES & FORESTRY
<b>Location/Campus</b>	Kukum Campus

**Minimum Qualification and Experience Requirements:**

To be considered for this position, applicants must have:

A Diploma/Certificate in Secretarial studies, experience for at least 5 years or more.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the Human Resources Department email:

[sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: July 16 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**