



Vacancy

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| Title | Senior Administration Officer |
| Faculty/School/Department | Student Academic Service |
| Category | Academic |
| Stream | Administration |
| Reports to | Pro Vice Chancellor Academic through Head of Department/School and Dean of Faculty |
| Location/Campus | Honiara |
| Summary of Duties | The successful applicant will Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the department including purchasing, budgeting, accounting, personnel, information technology, and administrative support programs and services; supervises and directs assigned professional and administrative support staff; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to assigned department director. |
| Detailed Roles & Responsibilities | |
| Administration | <ul style="list-style-type: none"> • Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures. • Monitor and evaluate the efficiency and effectiveness of service delivery methods. • Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities. • Perform a variety of personnel administration functions; review employee evaluations; ensure accuracy and completeness; review formal documents including |

reprimands, suspensions, and terminations.

- Ensure department compliance with existing personnel laws and regulations; implement new laws and policies as they become effective.
- Perform various purchasing functions; review and/or prepare bid packages for equipment or supplies; oversee the approval of all departmental purchase orders.
- Projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Responsible for student services and customer satisfaction through close supervision of counter staff and their activities.
- Ensure office environment is conducive and user friendly (friendly atmosphere) to carry out the duties effectively and efficiently.
- Issue termination and suspension letters to concerned students as endorsed by the Senate.
- Secretary to the Students Appeals Committee:

-Receipt of Students Appeals Applications and compile for committee to deliberate on.

-Prepare agenda and all appeal cases for the committee meeting.

-Respond to appellants regarding decision or the outcome of appeals committee meeting.

-Take and keep minutes of the committee's meetings.

- Liaise with the Immigration Department regarding Students' Permits for Overseas Students:
 - a. Issue Indemnity Letter to Immigration for overseas students.
- Liaise with sponsors regarding students' enrolment statuses.
- Write and issue verification and confirmation letters to former and current students upon request.
- Assist with continuous improvement and development of

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| | <p>the work teams in relation to the areas of responsibilities.</p> <ul style="list-style-type: none"> • Oversee appropriate responses to emails in the SAS address: sas@sinu.edu.sb |
| Enrolment | <ul style="list-style-type: none"> • Assist with counseling of potential and ongoing students. • Provide logistical support for enrolment. • Assist with data input and assessments |
| Graduation | <ul style="list-style-type: none"> • Member of the graduation committee. • Compile graduation booklet and stage party program according to the results provided by the Finance Office for each school. • Assist with acquisition of gowns <ul style="list-style-type: none"> a. Determine number of gowns needed for next graduation according to the estimated number of graduands. • Responsible for issue and storage of gowns • Compile report of gowns issued and in stock – Statistical Report • Responsible for the issue of certificates and transcripts at SINU official graduation ceremonies. • Responsible for the SAS role of Certificate and Transcript Printing for short and bridging courses and the issue of transcripts and certificates. • Responsible for SINU Student Alumni |
| General Duties | <ul style="list-style-type: none"> • Ensure services rendered to students are of quality, and address issues that concern student wellbeing from registration through to graduation • Provide general support to the different sections of the SAS Office • Provide relevant support for events of the University • Assist the Manager in review of the SAS Policies and Procedures • Assist with the quarterly and annual reports. |

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| Minimum Qualification | <ul style="list-style-type: none"> • A Masters or bachelor degree in a field of study which emphasizes quantitative analysis and logical thinking with a minimum of 6 years of work experience at an officer level or above in an academic setting, or a minimum of 3 years of work experience. |
| Desirable Attributes | <p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> • Work experiences and a demonstrated experience in dealing with socio-cultural and political diversities. |
| Term | <p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p> |