



Solomon Islands National University

Job Description

Title:	Warden
Incumbent Name:	
School/Department:	BICS
Band/Grade:	Grade
Category:	Academic
Reporting position:	Manager BICS
Direct reports:	Manager BICS

Summary of Duties

The purpose is to ensure hostels and surroundings are maintained to living standards and welfare of both returning and new students and carry out all students related duties for Panatina Campus

Main Duties and Responsibilities

Key tasks	<p>Administration</p> <ul style="list-style-type: none"> • Be responsible for the management of students' hostels • Be responsible for students welfare • Be responsible for organizing student work session • Ensure hostels are maintained to living standards • Ensure student grievances are attended to. • Ensure student entertainment programmes are arranged • Ensure new and returning students are up to date with current issues of the College • Ensure in and around hostel area is kept tidy at all times • Ensure well-disciplined appointees are appointed • Ensure up to date student handbook is in place with relevant guidelines <p>People management and teamwork</p> <ul style="list-style-type: none"> • To assist the Head of Student Welfare Services in the appointment of Sub-wardens • To assist during student orientation programme <p>To assist in the reviewing of student hand book, formulation and implementation of student rules</p>
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To contribute to decisions, that are made on hostels • To help in provide the Manager on any maintenance that is needed to the hostels

	<p>Resource management</p> <ul style="list-style-type: none"> To contribute to the overall duties of the department in areas such as monitoring of hostels <p>Working Environment</p> <ul style="list-style-type: none"> To balance the competing pressures knowledge transfer, administrative demands and deadlines. To skillfully work cross divisions and functions in the resolution of hostel issues. <p>Decision making Authority</p> <ul style="list-style-type: none"> Provision of advice to Manager on Student Issues
Key Performance Indicators	<ul style="list-style-type: none"> Regular inspection of students hostels Feedback from students, appropriate disciplinary action taken Work sessions time table is drawn up Appropriate selection criteria is used for selection of candidates Feedback from staff and students
General Responsibilities	<ul style="list-style-type: none"> To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. To be responsible for your own health and safety and that of your colleagues To undertake other such other duties as may be reasonably expected. To provide a healthy and comfortable working environment
Qualifications required	Bachelor / Diploma or Certificate in relevant academic discipline.
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> More than 5 years' work experience in related fields Good oral and written communication skills Supervision skills
Most frequent Contacts	<p>Manager BICS Head of Departments Departmental staff Students</p>

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Signatures	
Manager	
Employee	
HRM	