



Career Opportunity

Title	HR 329/2021—Executive Officer
Department	Faculty of Education and Humanities (FEH)
Reports to	Dean FEH
Location/Campus	Panatina

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Degree or Diploma qualification in Public Administration and Human Resource management, majoring in business studies and law from recognized institution.

Experience

- Well presented with good written and spoken English
- Experience in drafting proposal in related to University Policy issue and legislation
- Excellent Customer Service
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality with strong attendance history.
- Team player.

Refer to Job Description or further information.

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/>

Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: December 3rd 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 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**