



# Career Opportunity

<b>Title</b>	<b>HR 331/2021— Secretary</b>
<b>Department</b>	Faculty of Education and Humanities (FEH)
<b>Reports to</b>	Dean FEH
<b>Location/Campus</b>	Panatina

## **Minimum Qualification and Experience Requirements:**

**To be considered for this position, applicants must have:**

A Degree or Diploma in advance Secretarial Studies or equivalent qualification from a recognized institution.

## **Experience**

- Well presented with good written and spoken English
- Experience with Business planning and budget management processes
- Excellent Customer Service
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality
- Ability to work as a team member

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](mailto: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](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**