



Career Opportunity

Title	HR 332/2021—Admission and Enrolment Officer
Department	Centre for Distance Flexible Learning (DFL)
Location/Campus	Panatina

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

Diploma in Secretarial Studies plus 3 + years of relevant experiences in similar job or a Cert with 5 + years of work experience.

Other Requirements:

Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MS Excel); and excellent written and verbal communication skills are required. Refer to JD for more information.

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/>
OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: December 16th 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**