



# Career Opportunity

<b>Title</b>	<b>HR 337/2021— Fixed Assets Assistant Officer –Projects /Donations</b>
<b>Department</b>	Finance Department
<b>Location/Campus</b>	Kukum Campus

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

To be qualified for this position, applicants must have:

A Diploma in Finance plus 3+ years of relevant experiences in similar job.

## **Experience**

Essential:

- Minimum of 3 years working experience in Fixed Asset.
- Have good command of both oral and written communication skills
- Have good office organizational management and administrative skills

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](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: January 7th 2022 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**