



# Career Opportunity

<b>Title</b>	<b>HR 32/2022— General Manager University Secretariat and Records</b>
<b>Division/ Department</b>	University Secretariat Office
<b>Location/Campus</b>	SINU Kukum Campus

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

To be qualified for this position, applicants must have:

A Bachelor's Degree (in Business Administration, public administration, Management and other relevant qualifications), with at least 10 years of experience directly related to the duties and responsibilities specified. Preferably a Postgraduate degree (in Business Administration, Public Administration, Management and other relevant postgraduate qualifications) with at least 5 years directly related to the duties and responsibilities specified.

## **Skills, Knowledge and Experience**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Team leader and team player who can lead, make decisions and achieve results.
- Ability to relate effectively and sensitively to staff and stakeholders from a variety of backgrounds and cultures
- Employee development and performance management skills.

**Please see job description 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](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: April 15th 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**