

JOB DESCRIPTION

Title	General Manager University Secretariat and Records
Institute/Department	University Secretariat Office
Salary Level	General Manager
Category	Senior Management
Reports to	Vice Chancellor's Office
Location/Campus	Kukum Campus
Direct reports	Staff of the University Secretariat and Records

1. GENERAL

The key role of the Manager University Secretariat and Records is to provide support, leadership and management advice the Executive Management in administrative and secretarial on the University Governance related matters of the University. The Manager University Secretariat and Records plays a vital role in ensuring that governance and management decisions are in compliance with the Solomon Island National University Acts, other related Acts and other statutory regulations.

2. JOB PURPOSE

The Manager University Secretariat and Records is responsible for the strategic management and record keeping of the key documents and records of the University and to ensure that key decisions made by the Council and Management are implemented by the Faculties and Departments. The Manager ensures that there is regular monitoring and feedback from Faculties and Departments on the implementations of university policies and council decisions.

3. ACCOUNTABILITY

The **Manager** is responsible to the Vice Chancellor.

4. KEY ROLES AND RESPONSIBILITIES

In performing his/her functions under its roles and responsibilities, the Manager University Secretariat and Records is mandated to carry out the following

- Provision of strategic Leadership in development and management of the University Statues, policies and guidelines according to the roles and function of the University Council
- Provision of advice to the SINU Council on integrity and propriety of governance,
- Provision of Secretarial support services to the council including the formulation of meeting agenda, coordination of business for the council committee and general administrative support of council,
- Provide guidance to council on its responsibilities, including legal advice,
- Provide advice to the chair of council regarding internal procedures and effectiveness,
- Keeping the University Seal and report to council on its use,
- Take the lead role and be responsible for the administration of the corporate governance of council and its standing committee,
- Ensure procedural and regulatory compliance,
- Advice and support individual council members,
- Perform functions specified in the Statues and any regulation of the University,
- Responsible for HR matters for the appointment of Vice Chancellor and Pro Vice Chancellors,

- Preparation of Department annual plan, budget and report to ensure that aims and objectives of the department and the university are met.

3.5 Other General Responsibilities

- Participate in the maintenance of a safe and healthy work environment for self and others including students
- Comply with and undertake responsibilities set out in the University's health and Safety Policy
- Be a member of University committees and participate in University activities

3.6 Functional Relationships

- Internal
 - Vice Chancellor and Pro Vice chancellors
 - SINU Council
 - SINU Council Committees
 - SINU Management Committees
 - Senior Management
 - University Staff and Students
- External
 - Ministry of Education and Human Resources Development
 - Commercial and non-commercial stakeholders government Ministries, external institutions/universities

5. PERSON SPECIFICATIONS

5.1 Qualification Requirements

- 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.

5.2 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
- Knowledge of the rules, regulations, and laws regarding student records and database management skills
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programs and student administrative services.
- Demonstrated ability to provide leadership, organizational change and promote continuous improvement.
- Knowledge of customer service standards and procedures
- Ability to use independent judgment and to manage and impart information to a range of clientele

- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Honesty, integrity and trustworthiness

5.3 Personal Qualities

- A high level of commitment and self-motivation and innovation.
- Methodical, determined and focused on the task in hand and not become distracted or flustered
- Committed to learning and development to keep abreast with the changing economic environment

6. Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the University's work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by the SINU Executive Management. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.