



# Career Opportunity

<b>Title</b>	<b>HR 35/2022 — Coordinator (Administration)</b>
<b>Division/ Department</b>	Student Academic Services (SAS Office)
<b>Location/Campus</b>	Kukum

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

To be qualified for this position, applicants must have:

A Master's degree or Post Graduate qualification or a minimum of a Bachelor's degree in a relevant discipline and equivalent level of expertise gained from a combination of experience, training or professional accreditation.

## **Experience**

- A minimum of 3 years of work experience in an administration environment probably in a higher education institution environment
- Ability to manage staff to increase their job knowledge and optimize performance.
- Well-written and oral communication and interpersonal skills.
- Ability to provide and a strong commitment to effective and timely client service.
- Able to work under minimum supervision and meet deadlines.
- Demonstrated ability to deal with tact and confidentiality and highly sensitive issues.
- Have good organizational management and administrative 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: May 9th 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**