



Career Opportunity

Title	HR 39/2022—Student Officer (Admission & Enrolment)
Division/ Department	Student Academic Services (SAS Office)
Location/Campus	Kukum

Minimum Qualification and Experience Requirements:

A Degree or Diploma in Management/Public Administration and Information Systems or a recognized related discipline.

Experience

Essential to the position:

- Minimum of 3 years of work experience in administration in a related environment.
- Sound knowledge and experience in working with a student management system.
- Proven ability to manage staff to increase their job knowledge and optimize performance.
- Proven ability in undertaking administration activities.
- Proven 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.
- Maintain a high level of responsiveness to student needs.

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

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 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**