



Career Opportunity

Title	HR 41/2022 — Coordinator (SMS Course Administration & Data)
Division/ Department	Student Academic Services (SAS Office)
Location/Campus	Kukum

Minimum Qualification and Experience Requirements:

A Master's or Postgraduate 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

Essential to the position:

- Sound knowledge of database and student records management.
- At least 3 years of administrative working experience, preferably in a tertiary institution.
- 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

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**