



# Career Opportunity

<b>Title</b>	<b>HR 43/2022 — Student Officer (Student Data)</b>
<b>Division/ Department</b>	Student Academic Services (SAS Office)
<b>Location/Campus</b>	Kukum

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

A Bachelor Degree from a recognized Institution with relevant experience or a relevant Diploma with not less than five years' experience in an Institutional setting.

## **Experience**

### **Essential to the position:**

- Sound knowledge of database and student records management.
- Demonstrated ability to investigate and evaluate IT and administrative systems and to contribute to the development of appropriate policies and procedures in the academic office.
- 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](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**