



Career Opportunity

Title	HR 45/2022 — Administrative Officer (Records)
Division/ Department	University Secretariat Office
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A good bachelor's degree in information systems, or any of the sciences, accounting or economics.

Experience -Essential to the position:

- Knowledge of recordkeeping legislation, principles, systems and practices and their application in a large organisation (in particular business classification schemes, retention and disposal schedules, and security requirements would be well regarded).
- Experience in educating staff and/or an ability to promote the development of recordkeeping competence by sharing knowledge and skills.
- An ability to research and analyse record keeping issues, make recommendations and develop a range of practical solutions.
- Well-developed interpersonal and written communication skills with a demonstrated ability to resolve conflict and deal tactfully with clients.
- Applicants must have very good health and be able to lift and move documents for filing and archiving purposes. **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: July 12th 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**