



# Career Opportunity

<b>Title</b>	<b>HR 100/2022 — Procurement Officer</b>
<b>Division/ Department</b>	<b>Procurement Department</b>
<b>Location/Campus</b>	Kukum Campus

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

To be qualified for this position, applicants must have:

A Bachelor's Degree in Finance/Accounting, Commerce OR Diploma in Procurement and Supply Management or Business Administration.

## **Experience**

### **Essential:**

- Minimum of three (3) years' experience in procurement and supply management or similar role.
- Experience to work under pressure and meet deadlines.
- Be computer literate in Microsoft, Excel, and familiar with computer accounting software – Attaché or similar
- Have good communication and interpersonal skills.
- Have good awareness of suppliers of and sources for range of materials and equipment needed by Universities.

## **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: October 11<sup>th</sup> 2022 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**

**Applications can be emailed to [sinu.recruitment@sinu.edu.sb](mailto:sinu.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**