



Career Opportunity

Title	HR 81/2022— Administration and Finance Officer (AFO)
Division/ Department	Faculty of Nursing, Medicine and Health Sciences
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have;

A Diploma of Finance and Administration.

Essential to the position:

- Must have a minimum of five years in work experience.
- Wide breadth and depth of Financial and Administration background.
- Excellent understanding of using Microsoft word (word processing, email and internet use.
- Excellent experience of Excel.
- Experienced in customer service.
- Ability to multitask.

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: September 13th 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 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**