



Career Opportunity

Title	HR 99/2022 — 2 x Assistant Procurement Officer
Division/ Department	Procurement Department
Location/Campus	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 two (2) years experience in procurement and supply management.
- Experience to work under pressure and meeting deadlines.
- Be computer literate in Microsoft, and 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 a 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

Closing Date: October 7th 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**