



# Career Opportunity

<b>Title</b>	HR 115/2022 — Executive Assistant (EA)
<b>Division/ Department</b>	University Preparatory College (UPC)
<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 Management/Administration) with some business or accounting background.
- Diploma (in Management, or Business Management) with 3 years experience in a similar job.

## Experience

### Essential:

- Minimum of 3 years of work experience in the similar job
- Must have a good command of both oral and written communication skills
- Have good office organizational management and administrative skills
- Must have some basic business and accounting knowledge. **Please see job description for more information.**

## Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.

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: November 9<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