



Career Opportunity

Title	HR 106/2022 – General Manager University Secretariat and Records
Department	University Secretariat Office
Salary Level	General Manager
Category	Senior Management
Reports to	Pro-Vice Chancellor Corporate
Location/Campus	Kukum Campus
Direct reports	Staff of the University Secretariat and Records

Qualification Requirements

- A Bachelor's Degree (in Business Administration, public administration, Management and other relevant qualifications), with at least 10 years of experience directly related to the duties and responsibilities specified.
- Preferably a Postgraduate degree (in Business Administration, public administration, Management and other relevant postgraduate qualifications) with at least 5 years directly related to the duties and responsibilities specified.

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/>

Closing Date: Friday 28th October 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**