

Career Opportunity

Title	HR 109/2022 – Fixed Asset Management Officer
Department	Finance Department
Reports to	Principal Finance Officer – Management Accounting / Director Finance
Location/Campus	Kukum Campus

Minimum Qualification Requirement:

- Bachelor degree with three years experiences in similar job.

Experience

Essential:

- Minimum of 3 years working experience in Fixed Asset management.
- Have good command of both oral and written communication skills
- Have good office organizational management and administrative skills

Other Requirements:

- Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MS Excel);

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to 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/>

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**