



# Career Opportunity

<b>Title</b>	HR 117/2022 – Assistant Public Relations Officer
<b>Department</b>	Marketing and Public Relations
<b>Category</b>	Corporate Services
<b>Reports to</b>	Senior Marketing and Promotions Officer
<b>Location/Campus</b>	Kukum Campus

## **Brief:**

To work with the Marketing & Promotions/Public Relations Officer to make SINU better known to the general public; To foster a sense of belonging to SINU among stakeholders and maintain contact with former students through relevant publications; To write/edit any documentation produced for SINU use; To be responsive to updates on SINU's website and social media.

## **Minimum Qualification Requirement:**

A Bachelor's or associate's degree in communications, public relations, or a similar field with at least 2 years of experience.

## **Terms and Conditions:**

Remunerations and benefits will be on the range of (SBD) \$59,000 to \$64,000 per annum as per the SINU Salary level for Officers under the General Support Services Stream. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) fixed at 4% of annual salary, a gratuity of 15% of annual Salary paid 6 monthly, partly furnished housing or a rental subsidy (equivalent to up to 15% of gross salary), and 7.5% of salary as the employer contribution to the national superannuation scheme. The position is for three (3) years under an employment contract. The contract is renewable subject to meeting KPI's.

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 11<sup>th</sup> November 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**