

Career Opportunity

Title	HR 08/2023 — Assistant Housing Officer
Division/ Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A Bachelor's degree in land management and real estate with relevant field.

Experience essential to the position:

- Three years of experience in a related field.
- Wide breadth and depth of specialist knowledge in own area of expertise.
- Understanding of different methods to address housing issues.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

Desirable for the position:

- Experience in innovating networking and having good negotiation in a particular specialism area.
- Experience in housing issues with public service, SOE and private sector.
- Experience of collaboration with university staff when developing new housing scheme.
- Experience in consultancy work with other housing stakeholders within our country. **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

Closing Date: 17th April 2023 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



Career Opportunity

Title	HR 09/2023 — Deputy Director Human Resources
Division/ Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A relevant Master's degree with 3 years post-degree industrial experience OR a relevant high-quality Post-Graduate Diploma with 5 years post-PGD relevant industrial experience, OR a relevant high-quality Bachelor's Degree with at least 7 years post-degree relevant industrial experience.

Experience essential to the position:

- Have 5 years of work experience in human resource management
- Proven ability in undertaking human resource management and administration activities, particularly concerning operational HR, recruitment procedures, staff development and training, industrial relations and enterprise agreements; plus a sound knowledge of the Solomon Islands Labour Act, Health & Safety Act and the ratified ILO Laws.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of, relevant legislation standards, policies and procedures appropriate to different human resource management practices, and their implications for human resource management. **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/>
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Honiara**



Career Opportunity

Title	HR 10/2023—Senior Officer -Human Resources – Employment Service
Division/ Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A Master's Degree in HR Management, Administration or PGD level with five years of experience in Human Resource Management.

Experience essential to the position:

- Have a minimum of 4 years of work experience in the human resource management
- Proven ability in undertaking human resource management and administration activities, particularly concerning operational HR, recruitment procedures, staff development and training, industrial relations and enterprise agreements; plus a sound knowledge of the Solomon Islands Labour Act, Health & Safety Act and the ratified ILO Laws.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of, relevant legislation standards, policies and procedures appropriate to different human resource management practices, and their implications for human resource management. **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/>

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Solomon Islands National University
P.O Box R113
Honiara**



Career Opportunity

Title	HR 11/2023 — Staff Development Officer
Division/ Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A bachelor's degree in Human Resource Management and Public Administration and other related fields.

Experience essential to the position:

- Minimum of 3-5 years of work experience in the human resource management area in a tertiary environment.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of relevant legislation, standards, policies, and procedures appropriate to different human resource management practices, and their implications for human resource management.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures.
- Well-written and oral communication and interpersonal skills. **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/>

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