



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/>

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**