



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/>

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