



# Career Opportunity

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| <b>Title</b>           | <b>HR 62/2023 – Admin Officer</b>                  |
| <b>Department</b>      | Business Investment and Commercial Services (BICS) |
| <b>Reports to</b>      | Manager BICS (Project Manager)                     |
| <b>Location/Campus</b> | Kukum and Panatina Campus                          |

The position is responsible for the key areas of Administration aimed to providing high quality and delivery Services on administration support to Staff that work for two weeks SPG -23 – Catering

## **Minimum Qualification and Experience Requirements:**

To be considered for this position the candidate must have:

A Degree or Diploma in administration from a recognized institution.

## **Essential to the position:**

- Have 3 to 5 years work experiences in the relevant position
- Well presented with good written and spoken English
- Experience with administration and process.
- Excellent Customer Service
- Computer proficiency
- Must be punctuality
- Ability to work as team member.
- Must work on weekend. **Please refer to the job description for more information.**

## **Terms and Conditions**

The position is for two weeks contract under part time employment contract. Remunerations and benefits will be according to SINU part time Salary level for two weeks game.

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](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: 6th October 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](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**