



# Career Opportunity

<b>Title</b>	<b>HR 75/2023 – Executive Officer to the Vice Chancellor</b>
<b>Department</b>	Vice Chancellor's Office
<b>Reports to</b>	Vice Chancellor
<b>Location/Campus</b>	Honiara, Kukum Campus

*The Executive Officer to the Vice Chancellor plays a vital role in facilitating streamlined operations within the office of the Vice Chancellor. This individual ensures effective communication and coordination of activities for the Vice Chancellor and assists in the execution of strategic initiatives.*

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

To be considered for this position, applicants must have:

A Bachelor's degree in Business Administration, Management, or a related field. A Master's degree will be an added advantage.

**Experience Essential to the Position:** Minimum of 5 years of experience in a similar role, preferably within an academic or executive setting.

## **Skills & Abilities:**

- Excellent organisational and multitasking abilities.
- Strong written and verbal communication skills.
- Proficiency in MS Office Suite and other office management tools.
- Ability to work independently and collaboratively within a team.
- Knowledge of the higher education landscape in Solomon Islands is advantageous.

## **Personal Attributes:**

- High level of integrity and discretion.
- Proactive and solution-oriented.
- Detail-oriented with strong analytical skills.
- Cultural sensitivity and ability to work in a diverse environment. **Please refer to the job description for more information.**

## **Terms and Conditions**

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

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: 12th 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