



JOB DESCRIPTION

Title	Executive Officer to the Vice Chancellor
Institute/Department	Vice Chancellor's Office
Reports to	Vice Chancellor
Location/Campus	Kukum Campus, Solomon Islands National University Main Campus
Direct reports	Vice Chancellor

Summary of Duties

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Main Duties and Responsibilities

Purpose: 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.

Key Accountabilities:

1. Strategic Support:

- Assist the Vice Chancellor in the formulation and implementation of strategic plans.
- Facilitate the planning and organization of meetings, workshops, and conferences related to strategic initiatives.

2. Communication:

- Serve as a primary point of contact between the Vice Chancellor's office and other university departments, external partners, and stakeholders.
- Draft, edit, and disseminate correspondence, reports, and presentations on behalf of the Vice Chancellor.

3. Administrative Oversight:

- Manage the Vice Chancellor's calendar, ensuring efficient scheduling and prioritisation of appointments.
- Coordinate travel arrangements and itineraries for the Vice Chancellor.
- Maintain and organise official records, documents, and files for easy retrieval.

4. Stakeholder Engagement:

- Facilitate communication between the Vice Chancellor and the University Council, government representatives, and other key stakeholders.
- Assist in fostering and maintaining relationships with external partners, donors, and other universities.

5. Project Management:

- Coordinate and oversee special projects as assigned by the Vice Chancellor.
- Monitor progress and ensure timely completion of projects.

6. Confidentiality and Discretion:

- Handle sensitive information with the utmost discretion and maintain the confidentiality of all matters pertaining to the Vice Chancellor's office.

Desirable Requirements:

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

- **Experience:** 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.

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

Interested candidates are invited to submit their applications, including a cover letter and detailed CV, to sinu.recruitment@sinu.edu.sb by October 12 2023 at 4:30 pm.

The Solomon Islands National University is an equal opportunity employer. We thank all applicants for their interest, but only those selected for an interview will be contacted.