



# Career Opportunity

<b>Title</b>	<b>HR 04/2024— Revenue &amp; Logistics Officer</b>
<b>Department</b>	Finance Department
<b>Reports to</b>	Principal Revenue Officer
<b>Location/Campus</b>	Honiara, Kukum Campus

*The Revenue and Logistics Officer will be responsible for the collection and delivery of university revenues from fee sponsors, encompassing outstanding fees and overdue revenue. Additionally, the officer will manage the delivery of cheque payments and oversee the daily banking processes for university revenue. Furthermore, the incumbent will provide support to the finance department by assisting with various administrative tasks.*

## Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Diploma in Finance, Business Studies or Commerce and have experience in working in revenue collection, debt collection, administration support and protocol duties.

## Knowledge, Skills, and Experience:

### Essential:

- Minimum of five (5) years working experience in accounting, banking, and customs clearance.
- Pleasant personality
- Superb customer service skills
- Have good oral and written communication skills
- Ability to meet deadlines
- Organizational, management and administrative skills
- Ability to work under pressure
- Be computer literate in Microsoft Office products and accounting software
- Excellent driving skills and a clean record

### Preferred:

- Excellent customer service skills
- Familiarity with finance and administrative procedures
- Experience in collaboration with University and Industry stakeholders
- Experience in Government protocol procedures
- Knowledge, Skills, and Experience:
- Relevant work experience with more than 5 years
- Ability to work with people at all levels
- Industry stakeholders
- Finance Department Officer
- Valid driving license on various types of vehicles. **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: 16 February 2024 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 [Daniel.Uiga@sinu.edu.sb](mailto:Daniel.Uiga@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**