



Career Opportunity

Title	HR 05/2024 — Human Resource Officer-Employment Service
Department	Human Resources Department
Reports to	Director Human Resources
Location/Campus	Honiara, Kukum Campus

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Degree in HRM, Public Administration and Indus Relation from a recognized institution
- Minimum of 5-10 years' work experience in HR management.
- Proven ability to meet deadlines.
- Well-written and oral communication and interpersonal skills.
- Ability to provide, and a strong commitment to effective and timely client services.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to deal with highly sensitive issues.
- Demonstrated ability to work under minimum supervision.
- Have good office organizational management and administration skills.
- Be computer literate.
- Be on time for work.

Experience

- Minimum of 3-5 years work experience in the human resource management area in a tertiary environment.
- Proven ability in undertaking human resource management and administration activities, particularly in operational recruitment procedures, staff development and training, industrial relations, and in providing advice and assistance on human resource management issues.
- 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.
- Proven ability to manage and develop staff to increase their job knowledge and optimize performance.
- 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.
- Ability to provide and a strong commitment to effective and timely client service.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to deal with highly sensitive issues
- Demonstrated ability to work under minimum supervision. **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

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 or 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**