SINU
SOLOMON ISLANDS NATIONAL UNIVERSITY

Career Opportunity

Title	HR 07/2024 — Webmaster
Department	Information and Communications Technology (ICT)
Reports to	Principal Systems Administrator
Location/Campus	Honiara, Kukum Campus

The Webmaster serves as the primary person responsible for all aspects of the university's website(s). The Webmaster will handle a range of responsibilities that may include web design and development, routine website design and content maintenance to ensure that SINU's website align with the goals and objectives of the university. The Webmaster will report to the Principal Systems Administrator, and will be a member of the ICT Department's Systems Development team. The Webmaster will continually monitor and update content, as well as evaluating the web performance of SINU's website. He/She will communicate with stakeholders, partners, and vendors on matters related to the university's website.

Minimum Qualification and Experience Requirements:
To be considered for this position, applicants must have:
A Bachelor's degree in Information Technology (IT); or Diploma in IT with over 2 years work experience in web development required; or Certificate in IT with over 4 years work experience in web development required.
- Should possess some skills in graphic design and digital media (pictures and video).
- Must show potential and willingness to learn new technologies and develop career in web design and web development.

Knowledge, Skills, and Experience:
Essential:

- General knowledge of website design & development.
- Working knowledge of or ability to quickly learn WordPress, Bootstrap, HTML/CSS,
- JavaScript, PHP, Python, SQL, and other programming languages.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Ability to work both independently, as well as within a team.
- Have knowledge about the different platforms and web browsers.
- Good communication skills including proof reading grammatical errors in English.

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: 22nd 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