



# Career Opportunity

<b>Title</b>	<b>HR 19/2024 — HR- Assistant Officer- Employment and Recruitment</b>
<b>Department</b>	Human Resources Department
<b>Reports to</b>	Senior HR Officer
<b>Location/Campus</b>	Honiara, Kukum Campus

## Summary of Duties

*To provide professional service delivery and assist with all human resources practices such as Recruitment, Selection and Placement, training and development, performance management, industrial relations, dispute resolution, Health and Safety, remuneration, and human resource planning to client groups within the University. To manage and/or participate in activities and projects that relate to University training and development and other human resources and capability development activities.*

## Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Degree in HR/business management/public administration or Industrial Relations from a recognized tertiary institution.

## **Experience**

### **Essential to the Position:**

- Have a minimum of years' work experience in human resource management
- Proven ability in undertaking human resource management and administration activities, particularly in operational HR, recruitment procedures, staff development and training, and industrial relations.
- 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 coach 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 local and College requirements issues.
- Demonstrated ability to work under minimum supervision
- Have good office organizational management and administrative skills.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets). **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: 19th March 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**