Career Opportunity

Title	HR 20/2024 —HR- Assistant Admin Officer
Department	Human Resources Department
Reports to	Senior HR Officer
Location/Campus	Honiara, Kukum Campus

Summary of Duties

This position requires a person to work effectively and efficiently to perform the assistant administration officer duties for the Human Resources Department, including the office's overall administrative support. The Assistant administration Officer is expected to support the management of the secretary services, records management, filing, and any other duties as delegated by the Senior HR Administration Officer. The Assistant Administration Officer serves as an assistant and ensures that the Department runs smoothly and achieves its goals.

Minimum Qualification and Experience Requirements:
To be considered for this position, applicants must have:
A Degree qualification in Public Administration, Business Management, or related from recognized tertiary institutions.

Other Requirements:
Ability to work under pressure; ability to work long hours, and on the weekends or public holidays without demands for additional remuneration; ability to travel at short notice on university business; excellent data analysis skills (including a high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

Experience:
Essential to the position:
- Well presented with good written and spoken English.
- Experience in drafting proposals related to University Policy issues and legislation.
- Excellent Customer Service.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).
- Reliability and punctuality with a strong attendance history.
- Be a Team player. **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: 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 or Daniel.Uiga@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

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Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara

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