

## JOB DESCRIPTION

<b>Title</b>	HR- Assistant Admin Officer
<b>Institute/Department</b>	Human Resources Department
<b>Category</b>	Support Service
<b>Reports to</b>	Senior HR Admin
<b>Location/Campus</b>	Kukum Campus Honiara

### Summary

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.

### Main Duties and responsibilities

#### **Administration:**

- Support the HR, Department by compiling data, information, preparing reports, briefings, presentations, papers, and other documents as required.
- Assist in payroll preparation by providing relevant data, like absences, bonuses, allowances and leaves.
- Prepares payroll by calculating pay, distributing checks, and maintaining payroll records.
- Administers employee benefits programs including loans, medical insurance, savings bonds, and disability programs by advising employees of eligibility, providing application information, helping with form completion, verifying submission, and notifying employees of approvals.
- Update HR databases (e.g. new hires, separations, vacation, and sick leaves).
- Support the Department in all human resource management matters. Such as monitoring all staff.
- Manage the department's telephone center and address queries accordingly.
- Process employees' requests and provide relevant information.
- Prepare reports and presentations for internal communications.

#### **Problem Solving and Impact:**

- To assist in making decisions regarding operational aspects for the corporate departments.
- To contribute to decisions, that have an impact on other related activities.

**Working environment:**

- To balance the competing pressures of knowledge transfer, administration officer demands, and deadlines.
- To skillfully work across divisions and functions in the resolution of HR issues.
- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.
- Provision of advice to staff on Human Resource Management procedures and policy.
- To provide assistance in the allocation of workload to staff within the division.

**Key Performance Indicators:**

- All administrative office activities are implemented in a timely manner.
- Department records, data, and documents are properly filed and updated.
- All emails and correspondences are efficiently managed.
- SINU Staff and Client queries are addressed accordingly in a timely manner
- Other duties assigned are promptly attended to and achieved.

**General Responsibilities**

- To adhere to the University Equal Opportunities policy in all activities, and to actively promote equality of opportunity where and whenever possible.
- To be responsible for health and safety of officers and that of colleagues.
- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment.

**Minimum Qualification Requirement:**

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.

**Terms and Conditions**

The position is for Five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract if renewable is subjected to good performance.