



# Career Opportunity

<b>Title</b>	<b>HR 25/2024 — Assistant Lecturer – Diploma of Nursing – Community Health</b>
<b>Faculty</b>	Faculty of Nursing, Medicine & Health Sciences
<b>Reports to</b>	Vice-Chancellor through Head of Department/School and Dean of Faculty
<b>Location/Campus</b>	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 Bachelor's Degree, Diploma, or Certificate in relevant discipline plus five (5) to ten (10) years of work experience preferably at the supervisory level.

### **Experience:**

#### **Essential to the position:**

- “10” years of experience.
- breadth and depth of specialist knowledge required.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

#### **Preference will be given to applicants with:**

- Some experience in conducting quality research in a particular specialism and publishing in recognized journals.
- Some experience in developing and implementing research objectives, projects and proposals.
- Some experience in collaboration with university and industry colleagues when developing new curricula.
- Some experience with consultancy. **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: 22 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**