Title	HR 35/2024 — Admin Officer
Department	Information Communications Technology (ICT) Department
Reports to	ICT Director
Location/Campus	Honiara, Kukum Campus

Summary of Duties

SINU ICT is seeking a highly organized and proactive Administrator Officer to join their team. The ideal candidate will be responsible for overseeing daily office operations, managing administrative tasks, and ensuring a smooth workflow. Key responsibilities include coordinating office activities, maintaining office supplies, managing communication channels, and providing administrative support to various departments. The Administrator Officer will also be tasked with handling inquiries, scheduling meetings, and maintaining accurate records. The successful candidate must possess excellent communication skills, attention to detail, and the ability to multi-task effectively.

Minimum Qualification and Experience Requirements:
To be considered for this position, applicants must have:
- A Bachelor Degree, Diploma or Certificate in Business
- Some Office Admin Work Experience.
- Proficient with Microsoft Office Suite and other related software.

Selection criteria for the position of the Office Admin will be based on the following:
1. Good communication skills in email, telephone, written, and verbal.
2. Can multi-task and can meet deadlines.
3. Can prioritize tasks and do continuous follow up with relevant departments.
4. Can keep well organized and maintained digital and cabinet-filling system and can easily retrieve documents from these files when requested.
5. Can do timesheets and overtime calculations.
6. Has basic knowledge of MS Excel and can use it to assist him/her perform tasks.
7. Can manage ICT vendors by following up with invoices, receipts, and quotations from various vendors and service providers.
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: 10th April 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