



# Career Opportunity

<b>Title</b>	<b>HR 39/2024 – Procurement Support Officer</b>
<b>Department</b>	Finance Department
<b>Reports to</b>	Chief Procurement Officer
<b>Location/Campus</b>	Honiara, Kukum Campus

## **Summary of Duties**

*To work in the Procurement Office of the University, and be responsible for all responsibilities allocated by the Chief Procurement Officer in implementing the Procurement Policy of the University. In this regard, the PSO shall be responsible for all administration tasks of the procurement office, supply chain and stock management activities aimed at getting value for money spent and ensuring compliance with financial and procurement systems, policies and procedures.*

## **Minimum Qualification and Experience Requirements:**

To be considered for this position, applicants must have:

A Bachelor's Degree preferably in any area of Business Administration or a Diploma in Procurement and Supply Management or Business Administration.

## **Knowledge, Skills, and Experience:**

At least some experience in business administration or procurement and supply management or similar roles.

High level of Customer Service knowledge and experience.

High organizational skills;

Excellent interpersonal and commercial skills

Proficiency in Microsoft Applications.

Excellent written and verbal communication skills. **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: 8th May 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**