



Career Opportunity [Re-advertised]

Title	HR 98/2024 – Senior Planning Officer – International Relations
Faculty/Division	Institutional Planning Division
Category	Support and Administration /Relations
Reports to	Director Institutional Planning Division and Principal Planning Officer
Location/Campus	Honiara, Kukum Campus

Summary of Duties

Take a leading role in supporting the Director Institutional Planning Division and Principal Planning Officer with international relations, including the planning, coordination, and monitoring of MOU/MOA implementation in alignment with strategic, institutional, and project plans. Oversee the monitoring and evaluation of donor-funded capital projects, research initiatives, consultancies, and training programs. Additionally, strengthen relationships with donor and development partners, as well as regional and international institutions.

Main Duties and Responsibilities

- Assist in monitoring and evaluation of the implementation of all Memorandum of Understandings (MOU) and Memorandums of Agreements (MOA) signed with donors, development partners, and other regional and international institutions.
- Assist in developing reports on progress and benefits of all MOUs/MOAs in alignment with the SINU Strategic Plan 2021-2025.
- Assist in monitoring and evaluation of donor or development partner-funded capital projects, research projects, consultancies, and training, and provide reports and recommendations for decision-making. □
- Assist in collaborating and coordinating relationships and partnerships with donors, development partners, regional and international institutions with SINU.
- Assist in consultations and liaising with government ministries, donors, and other stakeholders involved in SINU planning and development. **Please refer to the job description for more information.**

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A degree or equivalent qualification in International Relations, Public Policy, and/or Educational Policy and Planning.

Professional Experience

- 5 years' experience in a related field.
- Possess high level skills and extensive experience in coordinating and managing international and public relations.
- Possess excellent oral and written communication skills, interpersonal skills, facilitation and negotiation skills, and creative problem-solving skills.
- Possess high level research, conceptual and analytical skills, including experience in undertaking data. **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: 30th January 2025 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 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**