



Career Opportunity

Title	HR 48/2025 — Executive Legal & Compliance Officer
Faculty/Department	Vice-Chancellor's Office
Reports to	Executive Officer to the Vice-Chancellor
Location/Campus	SINU, Kukum Campus

Summary of Duties

The Executive Legal & Compliance Officer provides expert legal support, contract management oversight, and compliance guidance to the Vice-Chancellor's Office. The incumbent ensures that university operations align with legal and regulatory frameworks while supporting various management functions across legal, HR, student affairs, land holdings, academic governance, security, and corporate governance.

Main Duties & Responsibilities

Legal Advisory & Compliance

- Provide legal counsel on institutional policies, governance matters, and regulatory compliance.
- Review, draft, and negotiate contracts, MoUs, and agreements in collaboration with relevant departments.
- Ensure compliance with national laws and university regulations, advising on risk mitigation strategies.
- Coordinate with external legal counsel on litigation and legal proceedings involving the university.
- Conduct legal research to support decision-making and policy development.

Contracts & Institutional Agreements

- Oversee contract lifecycle management, ensuring clarity, consistency, and adherence to university policies.
- Provide guidance on contract execution, performance monitoring, and dispute resolution.
- Collaborate with procurement and finance teams to align contract management processes with institutional needs.

Corporate Governance & Policy Development

- Assist in developing and reviewing university policies, ensuring legal soundness and practical applicability.
- Support university committees and management in governance-related decision-making.
- Monitor changes in legal and regulatory frameworks affecting higher education and recommend necessary adjustments.

Human Resource & Employee Relations (HR-Related Legal Matters)

- Provide legal guidance on employment contracts, workplace policies, and disciplinary matters.
- Ensure HR policies comply with Labor laws and best practices.
- Support conflict resolution processes, including mediation and dispute handling in employment-related cases.

University-Wide Responsibilities

- Advise on legal aspects of student affairs, including disciplinary proceedings and student policies.
- Provide oversight and legal input on university land holdings, leases, and property agreements.
- Offer guidance on security, compliance, and risk management strategies.
- Support the Vice-Chancellor's Office in managing institutional legal risks.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Bachelor's Degree in Law (LLB) is required; a Master's Degree in Law or related field is an advantage

Professional Experience

- At least five (5) years of experience in legal practice, compliance, contract management, or a related field.
- Proven experience in drafting, negotiating, and reviewing contracts and agreements.
- Strong understanding of corporate governance, higher education laws, and regulatory compliance.
- Experience providing legal support in an academic or public institution is an advantage.
- Knowledge of labor laws and human resource legal frameworks is desirable.

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 Contact Safina Roger- Safina.Roger@sinu.edu.sb or Alister Bako- alister.bako@sinu.edu.sb .

Closing Date: 29th April 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger- Safina.Roger@sinu.edu.sb or Alister Bako- alister.bako@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**