



Career Opportunity

Title	HR 54/2025 — Senior Employment Officer
Department	Human Resources Department
Reports to	Deputy Director Human Resources
Location/Campus	SINU Kukum Campus

Summary of Duties

The position of Senior Employment Officer at the Solomon Islands National University (SINU) includes a comprehensive role in managing and coordinating recruitment and selection activities across the institution. This position is pivotal in ensuring that SINU attracts, hires, and retains qualified personnel to meet its academic and administrative needs.

Key Responsibilities

- Coordinate the full recruitment and selection process, including job analysis, advertising, shortlisting, interviewing, and onboarding.
- Develop and update recruitment policies to ensure compliance with employment laws and university standards.
- Maintain accurate records and provide regular reports on recruitment activities.
- Conduct training and support for hiring managers on effective recruitment practices.
- Foster strong internal and external stakeholder relationships to support recruitment objectives.

Qualifications and Experience Required

- A **Bachelor's degree** in Human Resources Management, Employment Relations, Public Administration, or Business Administration.
- At least **five (5) years** of relevant experience in recruitment or human resources.
- Postgraduate qualifications and HR professional membership are desirable.

Key Competencies

- Strong understanding of recruitment and employment legislation.
- Proficient in HRIS and recruitment software.
- Excellent communication, analytical, and problem-solving skills.
- Proven ability to supervise and mentor staff.
- High level of professionalism, confidentiality, and service orientation.

Remuneration and Benefits

- Annual Salary: \$69,099.28 - \$92,911.31
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under university policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy

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

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: Friday 4 July 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 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**