



## JD FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**ORGANIZATION/INSTITUTION/OFFICE:** SOLOMON ISLANDS NATIONAL UNIVERSITY

**FACULTY/DEPARTMENT:** HUMAN RESOURCES DEPARTMENT

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** xxxxxxxx

**UNIVERSITY VACANCY REF:** HR 54/2025

**POSITION TITLE:** SENIOR EMPLOYMENT OFFICER

**POSITION LEVEL:** BAND 2 (GSS)

**SALARY RANGE:** \$ 69,099.28 -\$ 92,911.31

**THIS POSITION REPORTS TO:** DEPUTY DIRECTOR HUMAN RESOURCES

**THIS POSITION SUPERVISES:** EMPLOYMENT OFFICERS, EMPLOYMENT ASSISTANTS

**EMPLOYMENT TYPE:**

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

### SECTION B-LIAISONS

**INTERNAL:** Director HR, Senior HR officers, Deans, Directors, Managers, Supervisors, EOVC, EOPVCA, EOPVCC, MPR, Finance, ICT, and SINU staff

**EXTERNAL:** Advertising and Media Agencies, Ministry of Commerce, Industry, Labor and Immigration (MCILI), Professional Recruitment Agencies, Candidates/Job Applicants, Referees and Verification Bodies, and Insurance Providers.

### SECTION C - SCOPE 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.

## SECTION D- KEY DUTIES AND RESPONSIBILITIES

### 1. Recruitment and Selection Coordination

- **Job Analysis and Planning:** Collaborate with Faculty Deans and Departmental Heads to assess staffing needs and develop clear position descriptions and specifications.
- **Advertisement and Sourcing:** Prepare and disseminate job advertisements through appropriate channels to attract a diverse pool of candidates.
- **Screening and Shortlisting:** Review applications, conduct initial screenings, and compile shortlists of candidates for further evaluation.
- **Interview and Selection:** Organize and participate in interview panels, ensuring a fair and transparent selection process.
- **Offer and Onboarding:** Extend job offers to selected candidates and coordinate onboarding processes to integrate new hires effectively.

### 2. Policy Development and Compliance

- Assist in the development and implementation of recruitment policies and procedures that align with SINU's strategic goals and comply with relevant labour laws.
- Ensure all recruitment activities adhere to the Solomon Islands National University recruitment policy, requirements and standards.

### 3. Reporting and Documentation

- **Regular Reporting:** Provide monthly reports to the Director of Human Resources detailing recruitment activities and outcomes.
- **Record Keeping:** Maintain accurate and up-to-date records of all recruitment processes and decisions for accountability and future reference.

### 4. Staff Development and Support

- **Training and Guidance:** In collaboration with the HR training and development unit, support training sessions for hiring managers on effective recruitment practices and interview techniques.

## SECTION E - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the following key deliverables:

### 1. Timely and Effective Recruitment

- Successful completion of recruitment processes in a timely manner with qualified candidates appointed in accordance with SINU recruitment policy timelines.

## **2. Policy and Compliance Management**

- Updated and compliant recruitment policies and procedures in place that reflect best practices and relevant employment laws.

## **3. Reporting and Documentation**

- Accurate and timely submission of monthly, quarterly, and annual reports on recruitment and employment matters.

## **4. Staff Support and Capacity Building**

- Regular training sessions conducted for hiring managers on recruitment practices.

## **5. Improved Candidate Experience and Onboarding**

- Efficient onboarding processes with reduced turnaround time and improved new hire satisfaction.

## **6. Stakeholder Engagement**

- Strong collaboration with internal departments and external agencies to support recruitment needs and employment services.

## **SECTION F – QUALIFICATIONS AND CAPABILITIES**

### **Essential Qualifications:**

- Bachelor's degree in Human Resources Management and Employment Relations, Public Administration, or Business Administration.
- At least five (5) years of progressively responsible experience in recruitment, employment services, or human resources management.

### **Desirable Qualifications:**

- Postgraduate qualification in HRM or Public and Business Administration is an advantage.
- Membership with a recognized Human Resources professional body.

### **Capabilities:**

- In-depth understanding of recruitment principles, employment legislation, and best HR practices.
- Proficiency in using HR information systems (HRIS) and recruitment software.
- Excellent communication, interpersonal, and negotiation skills.
- Strong analytical, organizational, and problem-solving skills.
- Ability to maintain confidentiality, impartiality, and professionalism at all times.
- Demonstrated ability to manage and mentor junior HR staff.

## SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

### KSC 1: Demonstrated Experience in Recruitment and Selection

- Proven track record in managing end-to-end recruitment processes including job design, advertising, shortlisting, interviewing, and onboarding.

### KSC 2: Knowledge of Employment Law and HR Policies

- Sound understanding of labour legislation, employment contracts, and compliance requirements within the public or higher education sector.

### KSC 3: Leadership and Supervision Skills

- Experience in supervising staff and managing team performance effectively.

### KSC 4: Analytical and Reporting Skills

- Ability to compile, analyse, and present recruitment and staffing data to inform decision-making.

### KSC 5: Communication and Interpersonal Skills

- Strong written and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders.

### KSC 6: IT and Systems Proficiency

- Competence in HR software and Microsoft Office applications, particularly Excel and Word.

### KSC 7: Commitment to Professionalism and Service Excellence

- Demonstrated ethical conduct, attention to detail, and commitment to delivering high-quality service outcomes in a fast-paced environment.

## SECTION H - TERMS AND CONDITIONS

<b>Fortnightly Salary Range:</b>	\$ 2,657.66 - \$ 3,573.51
<b>Annual Salary Range:</b>	\$ 69,099.28 -\$ 92,911.31
<b>Annual Leave Entitlement:</b>	20 working days
<b>Annual Gratuity:</b>	15% of annual basic salary (paid bi-annually)
<b>Housing :</b>	15% housing allowance of basic salary or rental entitlements under university policy.
<b>Other Terms and Conditions of Service relevant to this position:</b>	As per the Contract and HR Policy

**SECTION H - APPROVAL (*Business use only*)**

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the University to achieve its corporate objectives:

**Director Human Resources:**



**Date Approved:** 04 June 2025

***Additional Comments:***

This Job Description provides a foundation for role clarity and performance accountability. It will be periodically reviewed to ensure it remains responsive to evolving university needs and relevant sector trends.