



# Career Opportunity

<b>Title</b>	<b>HR 55/2025 — Occupational Health and Safety Officer</b>
<b>Department</b>	Human Resources Department
<b>Reports to</b>	Director Human Resources
<b>Location/Campus</b>	SINU Kukum Campus

## Summary of Duties

*The Occupational Health and Safety (OHS) Officer is responsible for promoting a safe, healthy, and compliant work environment at Solomon Islands National University. This role ensures adherence to workplace safety laws and university policies through audits, training, and incident investigations to minimize occupational risks and maintain legal and ethical standards of safety across all campuses and facilities.*

## **Key Responsibilities**

- Conduct regular workplace safety audits and risk assessments.
- Ensure compliance with national OHS laws and SINU policies.
- Develop and deliver OHS training and emergency response sessions.
- Investigate and report on workplace incidents and near-misses.
- Support the development and enforcement of health and safety policies.
- Maintain training records, safety reports, and audit documentation.

## **Qualifications and Experience Required**

- Bachelor's Degree in Occupational Health and Safety, Environmental Health, or Human Resource Management and Employment Relations.
- At least 3 years of progressive HR experience, with a minimum of 2 years in OHS-related roles.
- Strong knowledge of Solomon Islands OHS legislation and international standards.
- Effective communication and coordination skills.
- Computer proficiency in Microsoft Office.

**Desirable:** Certification in OHS or related safety management systems.

## **Remuneration and Benefits**

- Annual Salary:\$ 42,641.48 -\$ 66,453.50
- 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](mailto: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](mailto: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**