

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): xxxxx

UNIVERSITY VACANCY REF: HR 55/2025

POSITION TITLE: OCCUPATIONAL HEALTH AND SAFETY OFFICER

POSITION LEVEL: BAND 1-GSS

SALARY RANGE: \$42,641.48 - \$66,453.50

THIS POSITION REPORTS TO: DIRECTOR HUMAN RESOURCES

THIS POSITION SUPERVISES: NONE

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: Deans, Directors, Managers, MPR, HR Staff AND All SINU Staff, Student Life.

EXTERNAL: Government Bodies (MCILI, MHMS, HTC), Environmental Health and Safety consultants (specialized expertise on environmental hazards), Emergency Services (Police, Fire services, Ambulance Services), occupational health providers (medical practitioners, physiotherapists), External Auditors and risk consultants. Training providers and certification bodies (first aid training, fire warden training, and manual handling certification), Insurance Companies, unions and University Employee and Student representative bodies.

SECTION C - SCOPE 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.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Risk Assessment and Compliance

- Conduct regular workplace safety audits, hazard identification, and risk assessments across university facilities.
- Monitor compliance with Solomon Islands health and safety laws and regulations and SINU's internal policies.

2. Training and Awareness

- In collaboration with the HR training unit, design and deliver OHS training and emergency response workshops for staff and students.
- Maintain and update safety training materials and awareness campaigns in collaboration with the HR training unit.

3. Incident Management

- Investigate workplace accidents, injuries, or near-misses; prepare reports with findings and recommendations.
- Coordinate the reporting of incidents to relevant authorities as per legal requirements.

4. Policy Development and Implementation

- Support the development, review, and enforcement of health and safety policies and procedures.
- Recommend improvements to reduce risk and enhance workplace safety.

5. Monitoring and Reporting

- Maintain accurate records of safety training, incident investigations, and audit results.
- Provide safety performance reports and data to the HR Director and relevant university authorities.

SECTION E - KEY DELIVERABLES

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

1. Full compliance with national occupational health and safety (OHS) laws and regulations.
2. Comprehensive, up-to-date safety training records and incident reports.
3. Completion of routine safety audits and timely reporting of risk mitigation actions.
4. Improved safety culture and awareness across the university community.
5. Documented recommendations and follow-up actions following incidents or risk assessments.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Essential qualifications

- Bachelor's Degree in Occupational Health and Safety, Environmental Health or Human Resources Management and Employment Relations.
- Minimum 3 years of progressive experience in HR, with at least 2 years in OHS functions.

Capabilities

- Knowledge of Solomon Islands OHS laws and international safety standards.
- Strong observational and analytical skills for risk identification and assessment.
- Excellent communication and interpersonal skills for training and coordination.
- Competency in Microsoft Office and basic data entry for report writing.
- Ability to work independently and respond effectively during emergencies.
- Commitment to maintaining a safe, compliant, and proactive work environment.

SECTION G- KEY SELECTION CRITERIA

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

KSC 1: Demonstrated experience in conducting workplace safety audits and risk assessments.

KSC 2: Proven ability to develop and deliver safety training and emergency response protocols.

KSC 3: Experience in investigating incidents and maintaining safety records and reports.

KSC 4: Strong understanding of OHS legislation, compliance, and reporting procedures.

KSC 5: Good communication skills and ability to engage staff at all levels in promoting safety awareness.

KSC 6: Ability to manage multiple priorities and respond quickly to safety risks or incidents.

KSC 7: Certification in OHS or relevant safety management systems (desirable but not essential).

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$ 1,640.06 - \$ 2,555.90
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

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 SINU to achieve its Strategic 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.