



Career Opportunity

Title	HR 57/2025 — Employment Relations Assistant
Department	Human Resources Department
Reports to	Employment Relations Officer
Location/Campus	SINU Kukum Campus

Summary of Duties

The Employment Relations Assistant supports the Employment Relations Officer in promoting harmonious workplace relations, addressing employee grievances, and ensuring compliance with employment laws and internal policies. This role involves assisting in case documentation, policy awareness, conflict resolution processes, and coordination of disciplinary and grievance procedures.

Key Responsibilities

- Assist in documenting and tracking employee complaints, grievances, and disciplinary cases.
- Support the coordination of hearings, investigations, and mediation sessions.
- Help communicate case updates and policy matters to staff.
- Maintain confidential records and case files for HR purposes.
- Assist in organising staff awareness sessions on employee conduct, conflict resolution, and anti-harassment.

Qualifications and Experience Required

- Bachelor's Degree in Human Resource Management, Employment Relations, Law, or Public Administration.
- At least 2 years of HR, employee relations, or administrative support experience.

Key Competencies

- Good understanding of grievance handling, employment relations, and HR ethics.
- Excellent written and verbal communication skills.
- Strong organizational and record-keeping abilities.
- Ability to maintain confidentiality and manage sensitive matters professionally.
- Computer proficiency in Microsoft Office tools.

Remuneration and Benefits

- Annual Salary: \$29,412.58-\$39,995.70
- 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**