

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 57/2025

POSITION TITLE: EMPLOYMENT RELATIONS ASSISTANT

POSITION LEVEL: Grade 1 (GSS) **SALARY RANGE:** \$29,412.58-\$39,995.70

THIS POSITION REPORTS TO: EMPLOYMENT RELATIONS OFFICER

THIS POSITION SUPERVISES: NONE

SECTION B-LIAISONS

INTERNAL: Employment Relations Officer, Deputy Director of Human Resources, HR Records Officer, Administration Officer & Admin Team, Payroll Unit, Training & Development Officer, Supervisors, Deans, and Department Heads, All SINU Staff, Occupational Health & Safety Officer.

EXTERNAL: Trade Unions and Staff Associations, Ministry of Commerce, Industry, Labor and Immigration (MCILI), Legal Advisors, Mediation or Arbitration Bodies.

SECTION C - SCOPE 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.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Support Grievance and Disciplinary Case Management

- Assist in recording, tracking, and filing all employee grievances, complaints, and disciplinary cases.
- Help coordinate hearings, investigations, and mediation meetings.
- Prepare draft correspondence and summary reports for review by the Employment Relations Officer.

2. Policy and Compliance Support

- Help monitor compliance with SINU's HR policies, employment contracts, and labour regulations.
- Assist in disseminating policy updates and educational materials to staff.

3. Communication and Liaison

- Provide clear and respectful communication to employees regarding the status of complaints or cases.
- Liaise with department heads, unions (if applicable), and HR staff on case-related matters as directed.

4. Training and Awareness Activities

- Support the planning and delivery of workplace relations training, such as workshops on conflict resolution, anti-harassment, and employee conduct.
- Prepare and distribute materials or attendance sheets for training sessions.

5. Administrative and Records Management

- Maintain well-organized and confidential records of all employment relations documentation.
- Update case tracking databases and generate status reports for internal HR use.

SECTION E - KEY DELIVERABLES

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

1. Timely and accurate documentation of employee relations cases and proceedings.
2. Effective coordination of grievance and disciplinary meetings.
3. Up-to-date and confidential employee relations files and databases.
4. Positive support for employee relations awareness initiatives and compliance.
5. Clear communication and coordination with stakeholders on sensitive matters.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Degree in Human Resources Management and Employment Relations, Law, or Public Administration.

Experience:

- At least 2 years of experience in HR, employee relations, or administrative support in a professional setting.

Capabilities:

- Understanding of employment law, grievance procedures, and HR ethics.
- Excellent interpersonal, communication, and confidentiality skills.

- Strong administrative and documentation abilities.
- Ability to manage sensitive information with professionalism and discretion.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

SECTION G- KEY SELECTION CRITERIA

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

KSC 1: Demonstrated understanding of employee relations or grievance handling processes.

KSC 2: Strong organizational skills and experience maintaining confidential records.

KSC 3: Good written and verbal communication skills for liaising with staff and managers.

KSC 4: Ability to work with discretion, professionalism, and attention to detail.

KSC 5: Familiarity with Solomon Islands labour laws and HR policies is an advantage.

KSC 6: Capacity to support a respectful and constructive workplace environment.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$ 1,131.98 - \$ 1,538.30.
Annual Salary:	\$29,412.58-\$39,995.70
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid bi-annually)
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 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 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.