



Career Opportunity

Title	HR 58/2025 — Employment Assistant
Department	Human Resources Department
Reports to	The Senior Employment Officer (SEO) And Employment Officer
Location/Campus	SINU Kukum Campus

Summary of Duties

The Employment Assistant plays a key support role within the Human Resources Department by coordinating administrative and operational aspects of the recruitment and selection process. This position ensures that recruitment activities are efficiently executed, compliant with SINU policies, and provide a positive experience for all applicants and stakeholders.

Key Responsibilities

- Assist in preparing and posting job advertisements on various platforms.
- Manage incoming applications and maintain accurate recruitment records.
- Coordinate interviews including logistics, documentation, and communications.
- Maintain applicant databases and ensure compliance with HR procedures.
- Liaise with internal departments and external agencies to facilitate recruitment processes.
- Provide administrative support to the Employment Officer and Senior Employment Officer.

Qualifications and Experience Required

- Bachelor's Degree in Human Resources Management, Business Administration, or Public Administration.
- Minimum of 2 years of experience in HR, administration, or recruitment support.
- Understanding of recruitment procedures and employment legislation in the Solomon Islands.
- Excellent organizational and time management skills.
- Strong communication skills and the ability to handle confidential information with integrity.
- Proficiency in Microsoft Office and data management tools.
- Ability to work both independently and within a team-oriented environment.

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**