

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 58/2025

POSITION TITLE: EMPLOYMENT ASSISTANT

POSITION LEVEL: GRADE 1 (GSS)

SALARY RANGE: \$29,412.58-\$39,995.70

THIS POSITION REPORTS TO: THE SENIOR EMPLOYMENT OFFICER (SEO) AND EMPLOYMENT OFFICER

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: Director HR, Deputy Director HR, Deans and Departmental Heads, HR admin and Records Team, Payroll Team, Training and Development Team, Finance, ICT, All SINU staff.

EXTERNAL: Job Advertising Platforms and Media Agencies, Ministry of Commerce, Industry, Labor and Immigration (MCILI), Employment Agencies or Recruitment Consultants, Candidates/Applicants, Referees/Nominated Contacts, Insurance Providers, Secretary OVC- For interview room booking, Kitchen-catering.

SECTION C - SCOPE 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.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Job Advertisement and Application Support

- Assist in posting job advertisements on internal and external platforms.
- Monitor and manage the flow of incoming applications, ensuring accurate filing and organization.

2. Interview and Selection Coordination

- Schedule interviews in consultation with hiring teams.
- Coordinate logistics such as venues, interview materials, and candidate notifications.
- Prepare interview documentation and assist panels as required.

3. Applicant Records and Compliance

- Maintain applicant tracking records and recruitment databases.
- Ensure recruitment processes follow SINU's procedures and legal requirements.
- File and archive recruitment documents securely for audit and reporting purposes.

4. Communication and Stakeholder Liaison

- Respond to applicant queries and provide support throughout the recruitment process.
- Liaise with internal departments to facilitate smooth recruitment operations.

5. Support to HR Employment Team

- Provide administrative assistance to the Employment Officer and Senior Employment Officer.
- Assist in preparing reports, letters, and employment documentation.

SECTION E - KEY DELIVERABLES

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

1. Support timely and well-coordinated recruitment cycles that adhere to the timeline requirements outlined in SINU's HR recruitment policy, ensuring all administrative tasks are completed without unnecessary delays.
2. Accurate and complete records of applicant data and recruitment actions.
3. Efficient coordination and support of interviews and recruitment logistics.
4. Positive feedback from internal stakeholders and candidates on recruitment support services.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Bachelor's Degree in Human Resources Management, Business Administration, Public Administration.

Experience:

- At least 2 years of relevant experience in a human resources, administrative, or recruitment support role.

Capabilities:

- Strong organizational and time management skills.
- Good communication and interpersonal abilities.
- Proficiency in Microsoft Office and basic data management tools.
- Attention to detail and ability to handle confidential information with integrity.
- Ability to work as part of a team and support multiple stakeholders.

SECTION G- KEY SELECTION CRITERIA

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

KSC 1: Demonstrated understanding of recruitment procedures and employment policy and law relevant to the Solomon Islands context.

KSC 2: Experience in supporting HR or recruitment activities, including interview coordination and applicant communication.

KSC 3: Good written and verbal communication skills, with the ability to interact professionally with applicants and internal staff.

KSC 4: Proven ability to maintain accurate records, track recruitment activities, and ensure compliance with HR policies.

KSC 5: Ability to manage time effectively, prioritize tasks, and work efficiently under pressure.

KSC 6: A strong sense of responsibility, confidentiality, and attention to detail in handling employment records and processes.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$ 1,131.25 - \$ 1,538.30
Annual Salary Range:	\$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 housing 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.