



Career Opportunity

Title	HR 69/2025 — Housekeeping (19 positions available)
Faculty/Department	Business Investment & Commercial Services
Reports to	Supervisor of Facilities
Location/Campus	SINU, Kukum Campus

Summary of Duties

This position is responsible for performing cleaning and sanitation duties across SINU facilities, including guest apartments, student hostels, the dining hall, kitchen, and administrative offices. The incumbent must maintain proper stock levels of cleaning materials, seek guidance from the supervisor on product use, and comply with the University's attendance and punctuality policies.

Key Responsibilities

- Clean and sanitize rooms, bathrooms, kitchens, and common/public areas
- Sweep, mop, vacuum, and dust all surfaces
- Disinfect high-touch points and uphold hygiene standards
- Change bed linens and replenish toiletries
- Maintain stock levels of cleaning supplies and report shortages
- Monitor appliances and report repair needs
- Ensure safe and proper waste disposal
- Adhere to health, safety, and hygiene regulations
- Assist students, guests, and staff with basic housekeeping requests

Qualifications & Requirements

- Minimum of **Form 3 education**; a relevant certificate is desirable
- Proven housekeeping experience in a hospitality or institutional setting
- Knowledge of cleaning equipment, products, and safe chemical handling
- Good communication and interpersonal skills, with respect for diverse cultures
- Physically fit to perform cleaning tasks over extended periods
- Reliable, punctual, and committed to completing assigned duties

Key Selection Criteria

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

- *KSC 1: Effective communication with supervisors, colleagues, and students*
- *KSC 2: Excellent attendance record and timely completion of duties*
- *KSC 3: Knowledge of disinfection procedures and safe chemical use*
- *KSC 4: Competence in operating and maintaining cleaning equipment*
- *KSC 5: Ability to work collaboratively as part of a team*

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 the 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: 12 September 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**