



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: BUSINESS INVESTMENT & COMMERCIAL SERVICES (BICS)

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX **UNIVERSITY VACANCY REF:** HR 69/2025

POSITION TITLE: HOUSEKEEPING (19 positions available)

POSITION LEVEL: BAND 1 (GSS)

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

THIS POSITION REPORTS TO: SUPERVISOR OF FACILITIES

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: Supervisor Facilities, Students

EXTERNAL: None (not applicable)

SECTION C - SCOPE 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.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

- Clean and sanitize rooms, bathrooms, kitchens, and common/public areas
- Sweep, mop, vacuum, and dust all surfaces
- Disinfect high-touch points to uphold hygiene standards
- Change and launder bed linens; remake beds
- Replenish toiletries and cleaning supplies; maintain inventory and report low stock levels
- Monitor appliances and fixtures; inform supervisor of repair needs
- Properly dispose of waste by emptying trash bins and following waste-management protocols
- Adhere to health, safety, and hygiene regulations in all tasks
- Follow a weekly cleaning schedule and complete assignments on time
- Assist guests, students, and staff with basic inquiries or requests related to housekeeping

SECTION E - KEY DELIVERABLES

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

- Consistent adherence to the weekly cleaning schedule and completion of assigned areas on time
- Maintenance of cleaning-supply inventory with no stock-outs
- Cleanliness audit scores meeting or exceeding University standards
- Prompt reporting and follow-up on maintenance or repair issues
- Positive feedback from students, guests, and internal stakeholders on cleanliness and service quality

SECTION F – QUALIFICATIONS AND CAPABILITIES

- Minimum education: Form Three certificate; a relevant certificate is desirable
- Proven housekeeping experience in a hospitality or institutional setting
- Familiarity with cleaning equipment, agents, and safe chemical handling
- Strong communication skills and the ability to interact respectfully with diverse cultures
- Physical ability to stand, walk, bend, lift, and perform repetitive tasks for extended periods
- Reliable attendance, punctuality, and commitment to task completion

SECTION G- 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

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
Housing:	A 15% housing allowance of basic salary and or access to university rental policy.
Other Terms and Conditions of Service relevant to this position:	As per 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: 13/08/25

Additional Comments: