



Career Opportunity

Title	HR 70/2025 — Director University Preparatory College
Faculty/Department	University Preparatory College (UPC)
Reports to	Pro Vice-Chancellor Academic
Location/Campus	Panatina Campus

Summary of Duties

The Director of the University Preparatory College provides visionary and operational leadership to ensure the delivery of high-quality preparatory programs that support student transition into tertiary education. The role encompasses strategic planning, academic oversight, stakeholder engagement, and institutional alignment with SINU's broader mission and strategic goals.

Key Duties & Responsibilities

- Provide strategic leadership by implementing UPC's vision, mission, and strategic objectives.
- Oversee curriculum development, program reviews, and quality assurance.
- Manage staffing, professional development, budgeting, and reporting.
- Build and maintain strong partnerships with government, schools, donors, and communities.
- Ensure good governance through the UPC Advisory Board and compliance with policies and accreditation standards.

Qualifications & Capabilities

Minimum Requirements:

- PhD in Management, Education, or relevant discipline.
- Master's degree in Business Administration, Education, or related field (mandatory).
- Desirable:
 - Postgraduate Diploma with 5+ years of academic leadership.
 - Bachelor's degree with 10+ years of relevant experience (exceptional candidates).
- Experience:
 - At least 5 years in academic/educational leadership.
 - Strong background in curriculum development, academic management, and strategic planning.
 - Experience in financial oversight, staff management, and governance.

Key Selection Criteria

- Proven ability in strategic planning and institutional alignment.
- Experience in preparatory programs for diverse learners.
- Demonstrated academic operations management (staffing, budgeting, reporting).
- Ability to foster a collaborative, student-centred culture.
- Excellent communication and stakeholder engagement skills.
- Knowledge of quality assurance and curriculum development.
- Commitment to inclusivity, equity, and continuous improvement.
- Proficiency in digital technologies, data systems, and online learning tools.

Remuneration and Benefits

- Annual Salary: \$ 180,178.42 - \$ 204,704.80
- 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: 24 October 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**