



Career Opportunity

Title	HR 80/2025 — Administration and Finance Officer (CIF)
Faculty/Department	Centre for Islands Future (CIF)
Reports to	Director Centre for Islands Future (CIF)
Location/Campus	Kukum Campus

Summary of Duties

The Administration and Finance Officer provides direct operational support in the day-to-day administration and financial management of the Centre for Island Futures (CIF). The role focuses on implementing approved administrative, procurement, and finance procedures, maintaining accurate records, and supporting CIF's projects, events, and community engagement activities.

This position operates under the supervision of the Director and ensures that CIF's operations comply with SINU's policies and procedures.

Key Responsibilities

- Process and record financial transactions, including requisitions, purchase orders, and payment vouchers.
- Maintain accurate financial and administrative records, and assist with reporting and audits.
- Provide general clerical support, including correspondence, filing, and document management.
- Support scheduling, travel arrangements, and logistics for meetings, workshops, and events.
- Coordinate procurement activities and manage office supplies and inventory.
- Act as the first point of contact for office inquiries and provide courteous customer service.

Qualifications & Experience

Mandatory:

- Diploma or Bachelor's Degree in Business Administration, Accounting, Management, or related field.
- Minimum 2 years' experience in administration or finance support roles.
- Basic knowledge of accounting, procurement, and office procedures.
- Computer literate in Microsoft Word, Excel, and Outlook.
- Strong attention to detail and ability to maintain confidentiality.

Desirable:

- Experience in a university, government, or donor-funded environment.
- Knowledge of project and event logistics coordination.
- Strong communication and teamwork skills.
- Ability to work independently with minimal supervision.

Key Performance Indicators (KPIs)

The successful candidate will be evaluated based on:

1. **Financial Accuracy:** All financial transactions processed timely and accurately in line with SINU procedures.
2. **Record-Keeping:** Administrative and financial records are complete, organized, and easily retrievable.
3. **Procurement Efficiency:** Procurement requests processed promptly, with timely follow-up and vendor coordination.
4. **Event and Project Support:** Effective logistical support for CIF meetings, workshops, and events with minimal errors.
5. **Compliance:** Adherence to SINU administrative, financial, and procurement policies.
6. **Stakeholder Engagement:** Positive and professional communication with internal and external stakeholders.

Remuneration and Benefits

- Annual Salary: \$ 43,920.72 - \$68,447.11
- 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

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SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: 10 December 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**