

Career Opportunity

Title	HR 04/2026 —Senior Employment Officer
Faculty/Department	Human Resources Department
Reports to	Deputy Director Human Resources
Location/Campus	SINU Kukum Campus, Honiara

Summary of Duties

The Senior Employment Officer is responsible for managing and coordinating recruitment and selection activities across the University. The role is critical in ensuring the University attracts, appoints, and retains qualified staff to support academic and administrative operations.

Key Duties and Responsibilities

The successful candidate will be responsible for:

- Coordinating recruitment processes from workforce planning through to onboarding.
- Preparing and managing job advertisements and candidate sourcing activities.
- Screening applications and supporting shortlisting processes.
- Coordinating and supporting interview and selection panels.
- Preparing employment offers and facilitating onboarding processes for new staff.
- Supporting the development and implementation of recruitment policies and procedures.
- Ensuring recruitment activities comply with University policies and relevant labour legislation.
- Preparing monthly recruitment reports for senior management.
- Maintaining accurate and confidential recruitment records for audit and compliance purposes.
- Supporting recruitment training and guidance for hiring managers in collaboration with relevant HR units.

Qualifications and Experience

Essential:

- Bachelor's degree in Human Resources, Public Administration, or Business Administration
- At least 5 years' experience in recruitment, employment services, or HR management

Desirable:

- Postgraduate qualification in HRM, Public Administration, or Business
- Membership with a recognised HR professional body

Skills and Capabilities

- Strong knowledge of recruitment practices and employment legislation
- Experience using HR Information Systems (HRIS)
- Excellent communication and interpersonal skills
- Strong organisational and analytical skills
- Ability to maintain confidentiality and professionalism

Key Selection Criteria

- KSC 1:** Demonstrated experience managing end-to-end recruitment processes.
KSC 2: Knowledge of employment law, contracts, and compliance requirements.
KSC 3: Leadership and staff supervision experience.
KSC 4: Strong analytical and reporting skills.
KSC 5: Excellent written and verbal communication skills.
KSC 6: Proficiency in HR systems and Microsoft Office (Excel, Word).
KSC 7: Demonstrated professionalism, ethical conduct, and service excellence.

Remuneration and Benefits

Annual Salary: \$ 71,172.26 - \$95,698.65

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: 13 March 2026 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**