

Career Opportunity

Title	HR 08/2026 — Data & Records Officer
Faculty/Department	Centre for Distance & Flexible Learning (CDFL)
Reports to	Manager CDFL
Location/Campus	SINU Lower Panatina Campus, Honiara

Summary of Duties

The Data & Records Officer is responsible for ensuring student and administrative data is entered accurately and in a timely manner while maintaining the highest standards of data integrity and confidentiality.

Key Responsibilities

- Perform day-to-day administrative and general office duties including word processing, filing, copying, and data entry.
- Maintain and update student records across all data management systems.
- Verify accuracy of student application and registration forms prior to system entry.
- Enter student information into relevant university data systems, including student databases and records management platforms.
- Process student fee data including receipts, changes, and updates.
- Maintain organised filing systems for both physical and electronic records.
- Prepare and process student fee statements for issuing.
- Perform daily data backup to ensure data security and continuity.
- Support reporting processes including enrolment, academic results, retention, and fee reporting.
- Liaise with students and academic staff regarding registration, results, and data queries.
- Ensure compliance with service excellence standards of Solomon Islands National University.
- Maintain confidentiality and integrity of sensitive student and institutional data.
- Support administrative functions of the Centre for Distance Flexible Learning.
- Perform other related duties as required.

Qualifications and Experience

Essential Qualification

- Minimum Diploma or Certificate in Office Administration, Secretarial Studies, or related field.

Experience

- Minimum two (2) years' experience in data entry, records management, or related administrative work.
- Experience working with databases or student information systems is desirable.
- Experience working in higher education or training institutions is an advantage.

Key Skills and Capabilities

- Strong attention to detail and high level of data accuracy.
- Ability to organise and manage large volumes of data efficiently.
- Knowledge of record-keeping standards and best practices.
- Ability to maintain effective filing and archiving systems.
- Ability to interpret data and support reporting processes.
- Strong communication and customer service skills.
- Ability to maintain strict confidentiality of sensitive information.
- Good time management and ability to meet deadlines.
- Ability to adapt to changing organisational and system requirements.
- Proficiency in Microsoft Office and database systems is an advantage.

Key Selection Criteria

- KSC 1: Demonstrated experience in data entry, database management, and records archiving.**
KSC 2: Proven accuracy and attention to detail in data processing and record maintenance.
KSC 3: Strong ability to organise and maintain both digital and physical records systematically.
KSC 4: Ability to interpret data and support reporting and decision-making processes.
KSC 5: Strong written and verbal communication skills with ability to liaise with stakeholders.
KSC 6: Demonstrated flexibility and ability to adapt to changing organisational needs.

Remuneration and Benefits

- Annual Salary: \$ 30,294.95 - \$41,195.57
- 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**