



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY
FACULTY/DEPARTMENT: CENTER FOR DISTANCE & FLEXIBLE LEARNING (CDFL)
DUTY STATION: HONIARA
POSITION NUMBER (HRMIS): XXXXXX **UNIVERSITY VACANCY REF:** HR 08/2026
POSITION TITLE: DATA & RECORDS OFFICER
POSITION LEVEL: GRADE 1 **SALARY RANGE:** \$ 30,294.95 - \$41,195.57
THIS POSITION REPORTS TO: MANAGER CDFL
THIS POSITION SUPERVISES: NONE
EMPLOYMENT TYPE: CONTRACT

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: DFL STAFF, STUDENTS,
EXTERNAL:

SECTION C - SCOPE OF DUTIES

The Data Records Officer will be responsible for ensuring that the information is entered into the system in a timely and effective manner, while ensuring the highest degree of data entry accuracy.

SECTION D- KEY DUTIES AND RESPONSIBILITIES]

Key tasks

- Performs day-to-day administrative functions and general office duties, including but not limited to word processing, copying, filing, and data entry.
- Maintain and update records for all aspects of student data and management of information records.
- Verify accuracy on all student application and registration forms submitted
- Verify accuracy on students' registration forms before they are entered on the SINU TECH 1 Management System and DFL Student Database.
- Enter fees, receipts, changes and other input onto the desktop.
- Keep current on informational changes in fee payment procedures.
- Separate fee receipts and counter copies and arrange them according to date and program before inputting data onto the computer.
- Prepare and process student fee statements before mailing and issuing.
- Completes the computer data back-up daily.
- Maintain student records on soft and hard copies.
- Ability to meet or exceed Service Excellence Standards of SINU.
- Performs all duties in support of the successful administrative tasks implementation in terms of student data management.
- Performs other related duties as required.

Problem-solving and impact

- To contribute to decisions made on the student enrolment, registration and academic results and processes.
- Verify accuracy on all student applications and registration forms submitted
- Separate fee receipts and counter copies and arrange them according to date and program before inputting data onto the computer.
- Completes the computer data back-up daily.

Resource management

- To maintain student records on soft and hard copies.
- To prepare and process student fee statements before mailing and issuing.
- Maintain and update records for all aspects of student data and management information records.

Measures of Effectiveness

- Term and Trimester reporting of student academic performance, withdrawals, retention rate, fees, charges and refunds
- Liaise with students and school tutors on students' marks and registration reporting

SECTION E - KEY DELIVERABLES

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

- Ensure accurate and timely collection, entry, and updating of data records.
- Ensure proper documentation and archiving of all records in compliance with organisational policies.
- Regularly verify the accuracy and completeness of data.
- Support data analysis for decision-making processes.
- Maintain strict confidentiality of sensitive information.
- Promote best practices in record keeping and data handling.
- Keep updated with changes in data management policies.

SECTION F - QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Must have a minimum Diploma or certificate in Office Administration or Secretarial studies.

Experience:

- Minimum of 2 years' experience in data entry
- Must have the ability to exercise a high degree of diplomacy and tact; excellent customer service skills.
- Must be highly flexible; able to accommodate changing needs of the department.
- Ideal candidate is highly accurate, detail-oriented, and has strong follow-up.
- Able to handle repetitive tasks well as part of daily routine.

Capabilities:

- Ability to organise and manage large volumes of data efficiently.
- Knowledge of standardised record-keeping procedures and best practices.
- Ability to develop and implement effective filing and archiving systems.
- Ability to interpret data trends and support decision-making.

- Commitment to maintaining data security and protecting sensitive information.
- Ability to effectively communicate data-related information to stakeholders.
- Willingness to stay updated with evolving data management practices and regulations.

SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

- KSC 1:** Experience with data entry, database management, and record archiving.
- KSC 2:** Demonstrated accuracy and thoroughness in data entry and record maintenance.
- KSC 3:** Strong ability to organise and maintain physical and digital records systematically.
- KSC 4:** Ability to interpret data and generate meaningful reports.
- KSC 5:** Excellent written and verbal communication abilities.
- KSC 6:** Demonstrate Flexibility to adapt to changing organisational needs.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$1,165.19-\$1,584.45
Annual Salary Range:	\$ 30,294.95 - \$41,195.57
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid biannually)
Housing:	15% housing allowance of basic salary or rental entitlements under the university housing policy.
Other Terms and Conditions of Service relevant to this position:	As per the 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-Centre for Distance Flexible Learning to achieve its Strategic objectives:

Director Human Resource:



Date Approved:

Additional Comments:

This Job Description outlines role clarity and accountability and will be regularly reviewed to stay aligned with the Centre for Flexible Learning's evolving needs and sector trends.