



Career Opportunity

Title	HR 09/2026 — Security Officer
Faculty/Department	Security Department
Reports to	Supervisor Security Officer
Location/Campus	SINU Campuses

Summary of Duties

The Security Officer is responsible for ensuring campus safety by enforcing university policies, monitoring security systems, conducting regular patrols, responding effectively to emergencies, assisting students and staff, and maintaining a secure and supportive environment that fosters learning and research.

Key Responsibilities

- Enforce University policies and comply with national laws.
- Secure university premises by conducting patrols, monitoring surveillance systems, and inspecting buildings and access points.
- Control access to university facilities and permit authorised entry only.
- Prevent losses and damage by identifying and reporting irregularities and security breaches.
- Respond to emergencies and provide assistance to staff, students, and visitors.
- Maintain detailed security reports including observations, incidents, and surveillance activities.
- Monitor safety of buildings, equipment, and facilities.
- Protect university assets from theft, fire, vandalism, and other risks.
- Support fire prevention, traffic control, property patrol, and accident response activities.
- Report criminal or serious security matters immediately to the Chief Security Officer.
- Provide professional assistance and information to students, staff, and visitors.
- Work collaboratively with emergency services and internal stakeholders.
- Maintain high professional conduct and service standards at all times.

Qualifications and Experience

Essential Qualification

- Minimum Form 3 or Form 5 Secondary School Certificate from a recognised secondary school in Solomon Islands. **All certificates submitted must be certified copies.**

Experience

- Three (3) to five (5) years' experience in private security, government security, or tertiary institution security is desirable.
- Experience working in an education or institutional environment is an advantage.

Key Skills and Capabilities

- Strong interpersonal and relationship-building skills.
- Strong written and verbal communication skills.
- Good problem-solving and decision-making skills.
- Ability to remain alert and responsive in high-pressure situations.
- Ability to work shifts, including after-hours, weekends, and public holidays.
- High level of professionalism, discipline, and integrity.
- Ability to follow procedures and maintain confidentiality.

Key Selection Criteria

KSC 1: Ability to work collaboratively and reliably in a shift-based environment.

KSC 2: Ability to perform patrol duties and respond quickly during emergencies.

KSC 3: Strong attention to detail and ability to identify security risks or suspicious activities.

KSC 4: Previous experience in security or related roles, preferably in a university or institutional environment.

KSC 5: Ability to communicate effectively with students, staff, visitors, and emergency services.

KSC 6: Demonstrated adherence to policies, confidentiality, and ethical standards.

Remuneration and Benefits

- Annual Salary: \$19,394.34 - \$27,569.80
- 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: 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**