



Career Opportunity

Title	HR 10/2026 — Administration Officer
Faculty/Department	Solomon Islands Maritime College (SIMC)
Reports to	Director SIMC
Location/Campus	SINU Ranadi Campus, Honiara

Summary of Duties

The Administration Officer at the Solomon Islands Maritime College (SIMC) is responsible for supporting the smooth and efficient operation of the College by performing a wide range of administrative and clerical tasks. The role ensures that office operations, records management, communications, and support for human resources and finance functions are delivered effectively, while maintaining professionalism, confidentiality, and high administrative standards.

Key Responsibilities

- Perform day-to-day administrative and clerical duties, including word processing, filing, copying, and record management.
- Maintain and update College records, including student academic results, financial records, and office inventories.
- Assist in student registration and processing of academic documentation.
- Prepare formal correspondence, letters, and reports for the Director.
- Support organisation and execution of College events, programs, and meetings.
- Maintain organised filing systems for both physical and electronic records.
- Support financial processes such as petty cash management, invoice processing, and procurement documentation.
- Liaise with SIMC staff, students, and external contacts to ensure smooth administrative operations.
- Assist in departmental planning, budget tracking, and quality compliance activities.
- Ensure compliance with University policies, procedures, and service excellence standards.
- Perform other related duties as required.

Qualifications and Experience

Essential Qualification

- Degree in Administration or a related field.

Experience

- Minimum of three (3) years' experience in administrative or clerical roles.
- Experience in office management, records management, or higher education administration is desirable.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook) and other standard office software.

Key Skills and Capabilities

- Strong organizational and time management skills.
- Professional written and verbal communication skills.
- Ability to manage schedules, appointments, meetings, and office resources.
- Attention to detail and accuracy in record keeping and documentation.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to multitask and adapt to changing priorities and organisational requirements.
- Knowledge of office procedures, administrative systems, and compliance requirements.

Key Selection Criteria

KSC 1: Demonstrated experience in administrative and clerical support.

KSC 2: Strong organisational and time management abilities.

KSC 3: Proven ability to maintain accurate physical and digital records.

KSC 4: Excellent written and verbal communication skills.

KSC 5: Proficiency in Microsoft Office and standard office software.

KSC 6: Ability to work professionally and maintain confidentiality while managing multiple tasks.

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

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**