



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY
FACULTY/DEPARTMENT: SOLOMON ISLANDS MARITIME COLLEGE (SIMC)
DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX **UNIVERSITY VACANCY REF:** HR 10/2026

POSITION TITLE: ADMINISTRATION OFFICER

POSITION LEVEL: BAND 1 (GSS) **SALARY RANGE:** \$ 43,920.72 - \$68,447.11

THIS POSITION REPORTS TO: DIRECTOR SIMC

THIS POSITION SUPERVISES: NONE

EMPLOYMENT TYPE:

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: Nautical and Marine Engineering and other departments of SIMC, students
EXTERNAL:

SECTION C - SCOPE OF DUTIES

The Administration Officer is responsible for supporting the smooth and efficient operation of an organisation through a wide range of administrative and clerical tasks. Key duties include managing office operations, maintaining records and filing systems, coordinating meetings and communications, providing support to human resources and finance functions, ensuring compliance with company policies, and assisting in the implementation of administrative procedures. The role requires strong organisational, communication, and multitasking skills, as well as a high level of discretion and professionalism.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Administration & Operation

- Secretarial duties
- Maintaining and keeping records of all school stationery stock
- Assist in student registration.
- Receiving, compiling and safekeeping of student academic results.
- Maintaining computer data and records
- Maintenance of school accounts
- Responsible for academic reference letters through the Director.
- Creating and writing formal letters and speeches for the Director
- Responsible for all College events, programs, and other arrangements.

2. People management and teamwork

- To develop links with external contacts such as other university organisations, employers, and professional bodies to foster collaboration.
- Regular contact and liaison with other staff members to provide support when needed.
- To assist with the work of others to ensure that activities are delivered effectively, and/or organise the work of a team by agreeing on objectives and work plans.
- To act as a personal assistant to other staff members.
- To participate in teams within specific areas of responsibility.

3. Problem-solving and impact

- To resolve problems affecting the administrative works and College regulations.
- To contribute to decisions which have an impact on other related administrative issues.
- To provide advice on operational issues such as the balance of student recruitment, staff appointments and student and other performance matters.
- To identify opportunities for the strategic development of appropriate areas of activity, and contribute to the development of such ideas.

4. Resource management

- To contribute to the overall management of the department in areas such as budget management and business planning.
 - To participate in departmental-level strategic planning when needed.
 - To contribute to the management of quality, audit and other external assessments.
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SECTION E - KEY DELIVERABLES

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

- Smooth day-to-day running of administrative functions.
- Up-to-date and well-organised filing systems (both digital and physical).
- Timely preparation and distribution of correspondence, reports, and memos.
- Timely processing of leave, attendance, and HR-related documentation.
- Accurate handling of petty cash, invoices, and procurement paperwork.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Degree in administration or other related/relevant administrative fields.

Experience:

- More than 3 years in administrative / clerical experience.
- Wide breadth and depth of specialist knowledge in own area of expertise
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)

Capabilities:

- Professional written and verbal communication
- Managing schedules, calendars, meetings, and appointments.
- Handling multiple tasks efficiently
- Managing office supplies and stationery
- Assisting with invoice processing and petty cash
- Ensuring compliance with administrative regulations

SECTION G- KEY SELECTION CRITERIA

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

KSC 1: Excellent written and verbal communication skills

KSC 2: Strong organisational and time management skills

KSC 3: Demonstrated experience in administrative and clerical support

KSC 4: Excellent Computer literacy and proficiency in office software

KSC 5: Demonstrate Commitment to confidentiality and professional conduct

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$ 1,689.26- \$ 2,632.58

Annual Salary Range:	\$43,920.72 - \$68,447.11
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid biannually)
Housing:	A 15% housing allowance of basic salary and or access to university rental 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 to achieve its Strategic objectives:



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Director of Human Resources

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Date-Approved

Additional Comments: