



Career Opportunity

Title	HR 13/2026 — Library Attendant G1
Faculty/Department	Library
Reports to	Senior Librarian
Location/Campus	SINU Kukum Campus, Honiara

Summary of Duties

The Library Attendant Grade 1 provides basic library and customer support services to assist the effective day-to-day operation of the Library at Solomon Islands National University. The role focuses on routine library duties, assisting users, maintaining library materials, and ensuring a safe, clean, and supportive learning environment for students and staff.

Key Duties and Responsibilities

The successful candidate will be responsible for:

- Assisting students, staff, and visitors with basic library enquiries.
- Issuing and receiving library materials at the circulation desk.
- Shelving books and materials accurately according to the classification system.
- Maintaining cleanliness and order of library spaces including shelves, study areas, and service counters.
- Checking library materials for damage and reporting issues to the supervisor.
- Assisting with simple processing of new materials including labelling and stamping.
- Monitoring library users to ensure compliance with library rules and regulations.
- Performing basic clerical tasks including filing, record keeping, and data entry.
- Supporting library staff during stocktaking, orientations, library activities, printing, and photocopying services.
- Performing other related duties as assigned by the Supervisor or Librarian.

Qualifications and Experience

Essential:

- Certificate in Library and Information Systems or related field.

Desirable:

- Certificate or basic training in library studies or information services is an advantage.

Experience:

- At least three (3) years' experience in a similar role.
- Experience in professional housekeeping, library services, or both is desirable.

Skills and Capabilities

- Ability to communicate clearly and courteously with library users.
- Basic literacy and numeracy skills.
- Willingness to learn library procedures and systems.
- Ability to follow instructions and work under supervision.
- Basic computer skills are an advantage.

Key Selection Criteria

KSC 1: Ability to interact politely and respectfully with students, staff, and visitors in a service environment.

KSC 2: Good verbal communication skills and ability to respond clearly to simple enquiries.

KSC 3: Ability to work cooperatively as part of a team.

KSC 4: Ability to carry out routine tasks such as shelving, filing, and maintaining orderly work areas.

KSC 5: Demonstrated punctuality, honesty, and responsibility in the workplace.

Remuneration and Benefits

Annual Salary: \$19,394.34 - \$30,294.95

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

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: 20 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**