



## JD FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**ORGANIZATION/INSTITUTION/OFFICE:** SOLOMON ISLAND NATIONAL UNIVERSITY

**FACULTY/DEPARTMENT:** LIBRARY

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** XXXXXX      **UNIVERSITY VACANCY REF:** HR 13/2026

**POSITION TITLE:** LIBRARY ATTENDANT G1

**POSITION LEVEL:** GRADE 1      **SALARY RANGE:** \$ 19,394.34 - \$ 30,294.95

**THIS POSITION REPORTS TO:** SENIOR LIBRARIAN

**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:** Students, University Staff and IT department

**EXTERNAL:**

### SECTION C - SCOPE OF DUTIES

The Library Attendant Grade 1 provides basic support services to assist the effective day-to-day operation of the Solomon Islands National University Library. The position focuses on routine library duties, customer service, and maintaining a safe, orderly, and supportive learning environment for students and staff.

## **SECTION D- KEY DUTIES AND RESPONSIBILITIES**

### **1. Administration & Operation**

- Assist students, staff, and visitors with basic library enquiries.
- Issue and receive library materials at the circulation desk.
- Shelve books and other library materials accurately according to the classification system.
- Maintain cleanliness and order of library spaces, including shelves, study areas, and service counters.
- Check library materials for damage and report issues to the supervisor.
- Assist with simple processing of new materials, including labelling and stamping.
- Monitor library users to ensure compliance with library rules and regulations.
- Carry out basic clerical tasks such as filing, record keeping, and data entry.
- Support library staff during stocktaking, orientations, and other library activities and printing and photocopying
- Perform other related duties as assigned by the Supervisor or Librarian.

## **SECTION E - KEY DELIVERABLES**

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

- Provide friendly, helpful, and prompt assistance to library users in accessing resources and information.
- Maintain the cleanliness, organisation, and orderliness of the library environment, including shelving and storing materials correctly.
- Support the registration of new library users and maintain accurate borrower records.
- Assist with daily operations, including setting up for events, assisting with returns, and managing overdue items.
- Adhere to all library policies, procedures, and safety protocols to ensure a secure and effective library environment.

## **SECTION F – QUALIFICATIONS AND CAPABILITIES**

### **Minimum Qualifications:**

- Certificate in Library and Information system
- Certificate or basic training in library studies or information services is an advantage.

### **Experience:**

- At least three (3) years' experience in the following:
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- Experience in professional housekeeping or library experience in a similar position, or both.

**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

**SECTION G- KEY SELECTION CRITERIA**

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

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

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

**KSC 3:** Ability to work cooperatively as part of a team and support supervisors and colleagues.

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

**KSC 5:** Demonstrated punctuality, honesty, and a strong sense of responsibility in the workplace.

**SECTION H - TERMS AND CONDITIONS**

<b>Fortnightly Salary Range:</b>	\$ 745.93-\$1,165.19
<b>Annual Salary Range:</b>	\$ 19,394.34 -\$ 30,294.95
<b>Annual Leave Entitlement:</b>	20 working days
<b>Annual Gratuity:</b>	15% of annual basic salary (paid biannually)
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy.
<b>Other Terms and Conditions of Service relevant to this position:</b>	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 Human Resource**

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**Date-Approved**

*Additional Comments:*