



## EXPRESSIONS OF INTEREST (EOI)

### Provision of Medical Assessment Services for SINU Sick Leave Policy Compliance Solomon Islands National University (SINU)

#### 1. Background

Solomon Islands National University (SINU) implements a Sick Leave Policy that requires employees undergoing inpatient treatment or extended medical leave to be assessed, reviewed, or certified by **University-appointed registered medical practitioners**.

SINU is seeking qualified **registered medical doctors** who wish to be considered for engagement to provide these professional services on an as-needed basis.

#### 2. Purpose of EOI

This Expression of Interest aims to identify suitably qualified **Medical Practitioners** who can:

- Provide medical assessment and certification for inpatient sick leave cases (Section 4.1).
- Provide full medical reports to support an employee's inpatient sick leave claim (Section 4.2).
- Conduct medical reviews following the initial 30 days of inpatient sick leave and recommend continuation where appropriate (Section 4.3).
- Participate in Medical Boards established under Section 4.3 when required.

#### 3. Scope of Service

Doctors expressing interest should be able to deliver the following services:

1. **Medical Examinations and Assessments**
  - Evaluate employees' fitness for inpatient sick leave.
  - Provide medical justification and documentation required under the Policy.
2. **Preparation of Medical Reports**
  - Issue full, confidential medical reports outlining diagnosis, treatment plans, and recommended leave duration.
3. **Review and Certification**
  - Conduct review assessments after the initial 30 days of inpatient leave and provide recommendations.
4. **Medical Board Participation** (optional)
  - Serve as the SINU-appointed doctor in a Medical Board comprising three medical specialists.

#### 4. Eligibility Criteria

Interested practitioners must:

- Be a **Registered Medical Practitioner** licensed to practice in the Solomon Islands.

- Have a minimum of **5 years of clinical experience** (preferred).
- Have no current or past professional misconduct findings.
- Be willing to enter into a professional service agreement with SINU.
- Demonstrate capacity to provide timely, confidential assessments.

## 5. Submission Requirement

Interested Medical Doctors must submit:

1. **Cover Letter** expressing interest, including availability and preferred service arrangements.
2. **Curriculum Vitae**, including professional qualifications, experience, and areas of specialization.
3. **Copy of Medical Registration Certificate** (current).
4. **Two professional references** or referee contacts.
5. **Proposed fee structure** for:
  - Standard assessment
  - Full medical report
  - Review assessment
  - Participation in Medical Board (if applicable)

## 6. Evaluation Process

SINU will evaluate submissions based on:

- Qualifications and experience
- Professional standing
- Fee structure and value for money
- Ability to meet confidentiality and reporting standards
- Availability and responsiveness

Successful applicants will be empanelled and may be called upon as required.

## 7. Submission Method & Deadline

EOI submissions should be addressed to:

**The Director – Human Resources Department**  
 Solomon Islands National University (SINU)  
 P. O. Box R113, Kukum Campus, Honiara

Email submissions to:  
**Rex.Tumana@sinu.edu.sb**

**Deadline for submission:** *Friday 3<sup>rd</sup> April 2026*

Late submissions may not be considered.

## 8. Contact Information

For further information regarding this Expression of Interest, please contact:

**Rex Tumana**

Solomon Islands National University (SINU)

Telephone: 42600

Email: Rex.Tumana@sinu.edu.sb

**Disclaimer**

This Expression of Interest is issued solely to invite submissions from interested medical practitioners. It **does not constitute an offer of employment or a contractual commitment** by SINU. The University reserves the right to accept or reject any submission and is not bound to appoint any applicant.