



Career Opportunity

Title	HR 15/2026 — Coordinator (Admissions & Enrolment)
Faculty/Department	Student Academic Services (SAS)
Reports to	Principal Academic Student Officer (PASO)
Location/Campus	SINU Kukum Campus, Honiara

Summary of Duties

This position is responsible for the overall day-to-day management of the Admission and Enrolment Unit, including Flexi-school and Exchange Programs, ensuring effective coordination of admissions and enrolment processes in line with the Student Management System (SMS) and University policies.

Key Responsibilities

- Oversee and manage the University's admissions and enrolment processes across all campuses.
- Establish and monitor key admissions and registration timelines to ensure compliance with institutional deadlines.
- Coordinate the issuance of offer letters as approved by the Admissions Board.
- Ensure timely dissemination of admissions and registration information to students and stakeholders.
- Supervise academic counselling processes and support accurate course advice to students.
- Oversee online admission and enrolment systems in collaboration with ICT and SMS teams.
- Monitor data integrity, course updates, audits, and compliance within the Student Management System (SMS).
- Provide enrolment statistics and reports to management, including progressive and quarterly reports to the Registrar.
- Ensure compliance with University regulations, policies, and quality assurance requirements.
- Coordinate Flexi-school and Exchange Program processes.
- Facilitate study permit processes for international students in liaison with relevant authorities.
- Supervise staff, promote teamwork, and support continuous improvement initiatives.
- Serve as Secretary to the Graduation Committee and contribute to business planning and reporting.

Qualifications and Experience

- A Master's or Postgraduate qualification, or a minimum of a Bachelor's degree in a relevant discipline with equivalent professional experience.
- At least three (3) years of administrative experience, preferably within a tertiary institution.
- Demonstrated experience in managing admissions and enrolment processes.
- Experience working with Student Management Systems (SMS).
- Strong organisational, leadership, and people management skills.
- Excellent written and verbal communication skills.
- Demonstrated ability to maintain confidentiality and manage sensitive information.
- Competency in MS Word, MS Excel, and related computer applications.
- Ability to work independently, meet deadlines, and provide high-quality client service.

Key Selection Criteria

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

KSC 1: Demonstrated experience in managing university admissions and enrolment processes across multiple campuses in compliance with policies, timelines, and the Student Management System (SMS).

KSC 2: Proven ability to coordinate and oversee academic counselling, ensuring accurate advice and effective support during standard and late enrolment periods.

KSC 3: Demonstrated experience in supervising online admission and enrolment systems, including course updates, data verification, audits, and collaboration with ICT and SMS teams.

KSC 4: Sound knowledge of academic regulations and quality assurance processes, including compliance monitoring, audits, and preparation of regular reports.

KSC 5: Strong communication skills with the ability to provide timely and accurate information to students, staff, and external stakeholders.

KSC 6: Demonstrated ability to work collaboratively, support staff development and continuous improvement, contribute to planning and committee work, and undertake additional duties as required.

Remuneration and Benefits

- Annual Salary: \$71,172.26 - \$95,698.65
- 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: 27 March 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**