



# Career Opportunity

<b>Title</b>	<b>HR 16/2026 —Principal Academic Services Officer (PASO)</b>
<b>Faculty/Department</b>	<b>Student Academic Services (SAS)</b>
<b>Reports to</b>	<b>University Registrar</b>
<b>Location/Campus</b>	<b>SINU Kukum Campus, Honiara</b>

## ***Summary of Duties***

*The Principal Academic Services Officer (PASO) plays a critical leadership role within the Student Academic Services department at SINU. This position is responsible for overseeing the strategic planning, implementation, and management of academic services that enhance student experience and academic success. The PASO collaborates with academic and administrative staff to ensure the effective delivery of student services, support curriculum development, and maintain high standards of academic integrity.*

## **Key Responsibilities**

- Provide strategic leadership in the development, implementation, and review of academic services policies and procedures.
- Oversee admissions, enrolment, examinations, assessments, academic advising, and graduation processes.
- Ensure compliance with University regulations, academic policies, and Senate requirements.
- Manage student records and academic data systems to maintain accuracy and integrity.
- Prepare and submit progressive and quarterly reports to senior management.
- Address academic grievances and disciplinary matters in accordance with University policies.
- Supervise and provide leadership to Student Academic Services staff.
- Collaborate with Faculties, Schools, and external stakeholders to enhance academic quality and student experience.

## **Qualifications and Experience**

- A Master's degree in a relevant field with significant experience in academic administration;  
**OR** Extensive relevant academic experience at a senior officer level in a tertiary institution.
- Demonstrated leadership experience in academic services or higher education administration.
- Experience managing student records, academic data systems, and compliance processes.
- Strong understanding of academic governance, examinations, and Senate procedures.
- Excellent communication, organisational, and interpersonal skills.
- Proven ability to manage staff and work collaboratively across departments.

## **Key Selection Criteria**

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

**KSC 1:** Demonstrated strategic leadership in academic services and policy implementation.

**KSC 2:** Proven experience overseeing student services, including admissions, enrolment, examinations, and graduation processes.

**KSC 3:** Strong capability in managing academic data systems, documentation, and regulatory compliance.

**KSC 4:** Experience in handling academic grievances, disciplinary procedures, and Senate documentation.

**KSC 5:** Demonstrated ability to collaborate effectively with academic and administrative stakeholders.

**KSC 6:** Strong organisational, analytical, and reporting skills with the ability to drive continuous improvement.

## **Remuneration and Benefits**

- Annual Salary: \$98,423.80 – \$122,950.18
- 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](mailto:Safina.Roger@sinu.edu.sb)

[www.sinu.edu.sb/hrd/job/](https://www.sinu.edu.sb/hrd/job/) OR Contact Safina Roger- [Safina.Roger@sinu.edu.sb](mailto: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](mailto: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**