



**JD FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

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

**FACULTY/DEPARTMENT:** STUDENT ACADEMIC SERVICES (SAS)

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** XXXXX      **UNIVERSITY VACANCY REF:** HR 16/2026

**POSITION TITLE:** PRINCIPAL ACADEMIC SERVICES OFFICER

**POSITION LEVEL:** BAND 3              **SALARY RANGE:** \$ 98,423.80 - \$ 122,950.18

**THIS POSITION REPORTS TO:** UNIVERSITY REGISTRAR

**THIS POSITION SUPERVISES:** COORDINATOR (SMS COURSE ADMINISTRATION & DATA) AND ADMISION AND ENROLLMENT

**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:** SAS OFFICERS, DEANS, STANDARD QUALITY OFFICE AND PROGRAM COORDINATOR

**EXTERNAL:** MINISTRY OF EDUCATION,

**1. SECTION C - SCOPE 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.

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

### **2.1 Overview**

- Provide strategic leadership in the development and implementation of policies and procedures related to academic services.
- Ensure the delivery of high-quality support for students in areas such as admissions, enrolment, academic advising, and graduation processes.
- Collaborate with academic departments to facilitate curriculum development and ensure alignment with institutional goals.
- Oversee the management of student records and data systems to maintain accuracy and compliance with regulatory requirements.
- Lead initiatives to enhance student engagement and support services, including orientation programs and academic workshops.
- Develop and monitor key performance indicators to assess the effectiveness of academic services and identify areas for improvement.
- Foster a culture of continuous improvement and innovation within the Student Academic Services team.
- Serve as a liaison between students, faculty, and administration to address academic concerns and promote a positive educational environment.

### **2.2. Position Responsibilities:**

- Student Services Administration: Carry out all tasks related to student services, ensuring thorough documentation and compliance with all program requirements.
- Prepare and submit progressive and quarterly reports to the Registrar on SAS operations, including assessment and progression matters, enrolment trends, compliance issues, risks, and recommendations for improvement

### **2.3. Documentation Management:**

- Ensure the completeness and custody of all program documents
- Provide entry and exit requirements for various programs to the Student Services sections and ensure adherence to these requirements.

### **2.4. Examinations and Assessments:**

- Oversee all examinations and assessments at all academic levels.
- Maintain integrity in the documentation for Senate considerations regarding assessments.

### **2.5. Student records Management:**

- Manage all student records, both hardcopy and electronic, within the designated area of responsibilities.

### **2.6. Senate Compliance:**

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- Ensure that all matters presented for Senate consideration comply with the University's academic policies, as well as program development and review policies.

## **2.7. Document Drafting:**

- Draft critical documents for review and consideration by the Senate.

## **2.8. Grievance Handling:**

- Address and manage all academic grievances related to student assessments and examinations.

## **2.9. Academic Disciplinary Matters:**

- Administration of academic disciplinary procedures and address cases of student misconduct per university policies.

## **2.10. Coordinator Admission & Enrolment**

- Prepare and submit progressive and quarterly reports to the Registrar on admissions and enrolment operations, including application trends, enrolment statistics, compliance with admission policies, operational challenges, risks, and recommendations for improvement.

## **3. SECTION E - KEY DELIVERABLES**

- Develop, implement, and review strategic plans for academic services that align with SINU's academic goals and enhance student experience and success.
- Ensure the efficient and high-quality delivery of academic services, including enrolment support, examinations, assessments, graduation processes, and academic records management.
- Lead the development, implementation, and monitoring of academic policies, regulations, and procedures to uphold academic standards and integrity across the University.
- Collaborate with Faculties, Schools, and academic staff to support curriculum development, academic regulations, and the implementation of approved academic programs.
- Oversee academic information systems, ensuring accurate data management, reporting, and compliance with institutional and regulatory requirements.
- Provide leadership, supervision, and professional development to SAS staff to ensure a high-performing, customer-focused team.
- Ensure compliance with university statutes, policies, accreditation requirements, and external regulatory standards, and prepare reports for senior management and governance bodies.

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

### **4.1 Educational Background**

- Education: A Master's degree in a field emphasizing quantitative analysis and logical thinking, with a minimum of 6 years of relevant work experience at an officer level or above in an academic setting, or a minimum of 3 years of experience as an academic or researcher at a university.
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## 4.2 Experiences

- Applicants without a Master's degree but with at least 10 years of relevant academic experience, including 2 years of expertise in qualifications frameworks (e.g., SINU, SITESA, AQF), credit point systems, and program reviews in dual-sector institutions (Higher Education and TVET/TAFE) may be considered.
- Teaching Experience: Candidates with teaching experience at a university level are strongly encouraged to apply.

## SECTION G- KEY SELECTION CRITERIA

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

**KSC 1:** Demonstrated ability to provide strategic leadership in the development, implementation, and monitoring of academic policies and procedures.

**KSC 2:** Proven experience in overseeing student services, including admissions, enrolment, academic advising, graduation processes, orientation programs.

**KSC 3:** Strong skills in managing student records and academic data systems, maintaining accuracy, confidentiality, and compliance with university and regulatory standards.

**KSC 4:** Experience in managing examinations, assessments, and academic documentation, ensuring integrity, Senate compliance, and proper drafting of critical documents for consideration and decision-making.

**KSC 5:** Ability to address academic grievances, disciplinary matters, and student misconduct effectively.

**KSC 6:** Demonstrated capacity to collaborate with academic departments, faculty, and administration.

## SECTION H - TERMS AND CONDITIONS

<b>Fortnightly Salary Range:</b>	\$3,675.27 – \$4,591.11
<b>Annual Salary Range:</b>	\$ 98,423.80 - \$ 122,950.18
<b>Annual Leave Entitlement:</b>	20 Working days

<b>Annual Gratuity:</b>	15% of annual basic salary (paid bi-annually)
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy schemes following successful 6 months confirmation ranging from per month.
<b>Other Terms and Conditions of Service relevant to this position:</b>	As per 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:*