



Career Opportunity

Title	HR 17/2026 — Examinations Officer
Faculty/Department	Student Academic Services (SAS)
Reports to	Coordinator Assessment and Progression
Location/Campus	SINU Kukum Campus, Honiara

Summary of Duties

The Examinations Officer is responsible for the effective coordination, administration, and integrity of examinations and assessment processes at SINU, ensuring compliance with university policies, academic regulations, and timelines.

Key Responsibilities

The successful applicant will be responsible for:

- Coordinating the planning, scheduling, and conduct of University examinations.
- Preparing and publishing examination timetables in consultation with Faculties.
- Managing examination venues, invigilators, and logistics.
- Ensuring secure handling and confidentiality of examination papers and materials.
- Receiving, recording, and verifying examination results.
- Supporting Academic Boards and Senate reporting processes.
- Maintaining accurate examination records and databases.
- Assisting in managing examination irregularities in accordance with University policies.

Qualifications and Experience

Applicants must possess:

- A Diploma or Bachelor's degree in Administration, Education, Management, or a related field.
- At least 2–3 years' experience in academic or examinations administration, preferably within a tertiary institution.
- Demonstrated experience in coordinating examination processes and managing deadlines.
- Strong organisational, analytical, and communication skills.
- High level of integrity and commitment to confidentiality.

Key Selection Criteria

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

KSC 1: Demonstrated experience in managing examination processes within an educational institution, including scheduling

KSC 2: Ability to coordinate multiple tasks efficiently, manage deadlines, and organise examination logistics effectively.

KSC 3: Excellent written and verbal communication skills

KSC 4: Ability to handle unexpected issues during examinations, resolve disputes, and make informed decisions promptly.

KSC 5: Commitment to maintaining the confidentiality of examination materials and results, adhering to ethical standards.

KSC 6: Have Knowledge and understanding of examination regulations, policies, and standards to ensure compliance and integrity of the examination process.

Remuneration and Benefits

- Annual Salary: \$ 43,920.72 - \$68,447.11
- 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**