



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 17/2026

POSITION TITLE: EXAMINATIONS OFFICER

POSITION LEVEL: BAND 1 **SALARY RANGE:** \$ 43,920.72 - \$68,447.11

THIS POSITION REPORTS TO: COORDINATOR ASSESSMENT AND PROGRESSION

THIS POSITION SUPERVISES:

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: Academic Staff and Faculty, Student Services or Student Records Office, IT Department, Registrar's Office

EXTERNAL:

1. SECTION C - SCOPE 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.

2. SECTION D- KEY DUTIES AND RESPONSIBILITIES

2.1 Examination Administration

- Coordinate the planning, scheduling, and conduct of university examinations.
- Prepare and publish examination timetables in consultation with the Faculties.
- Coordinate examination venues, invigilators, and logistics.
- Ensure secure handling, storage, and distribution of examination papers.

2.2 Assessment and Results Management

- Receive, record, and verify examination and assessment results from Faculties.
- Ensure results are processed in accordance with university regulations.
- Assist in the preparation of assessment and results papers for Academic Boards and Senate

2.3 Compliance and Integrity

- Ensure examination processes comply with SINU statutes, policies, and procedures.
- Report and assist in the management of examination irregularities or breaches.
- Maintain confidentiality and integrity of examination materials and student records.

2.4 Coordination and Liaison

- Liaise with Faculties, invigilators, and other administrative units on examination matters.
- Provide advice and support to staff and students on examination procedures.

2.5 Records and Reporting

- Maintain accurate examination and assessment records and databases.
- Prepare and submit examination and assessment reports to the Registrar, through the Coordinator, Assessment and Progressions, including updates on examination conduct, results processing, irregularities, and compliance with university regulations.

2.6 Other Duties

- Support student progression, completion, transcript processing, and graduation activities as required.
 - Perform any other duties assigned by the Coordinator, Assessment and Progressions or SAS management.
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3. SECTION E - KEY DELIVERABLES

- Develop and finalise examination timetables in coordination with academic departments.
- Oversee the collection, printing, and secure handling of examination papers.
- Coordinate invigilators and ensure proper examination environments.
- Ensure examination procedures comply with university policies and accreditation standards.
- Provide feedback for continuous improvement of examination processes.

4. SECTION F – QUALIFICATIONS AND CAPABILITIES

4.1 Educational Background

- Diploma or Bachelor's degree in Administration, Education, Management, or a related field.

4.2 Experience

- Minimum of 2–3 years' experience in academic or examinations administration, preferably in a tertiary institution
- Experienced in supervising invigilation, managing examination irregularities, and resolving disputes efficiently.
- Strong organisational and communication skills, ensuring smooth examination administration and student satisfaction.

SECTION G- 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.

SECTION H - TERMS AND CONDITIONS

Annual Salary Range:	\$ 43,920.72 - \$68,447.11
Annual Leave Entitlement:	20 Working days
Annual Gratuity:	15% of annual basic salary (paid biannually)
Housing:	A 15% housing allowance of basic salary and or access to university rental policy schemes
Other Terms and Conditions of Service relevant to this position:	As per the 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: