



Career Opportunity

Title	HR 18/2026 — Secretary (Student Academic Services)
Faculty/Department	Student Academic Services (SAS)
Reports to	University Registrar
Location/Campus	SINU Kukum Campus, Honiara

Summary of Duties

The Secretary to the Registrar provides administrative and secretarial support to the Registrar, ensuring the efficient operation of the office. This role involves managing communications, organising schedules, and assisting with various tasks related to student and academic services.

Key Responsibilities

- The successful applicant will be responsible for:
- Providing comprehensive administrative and secretarial support to the Registrar.
- Managing correspondence, appointments, and the Registrar's calendar.
- Preparing, editing, and formatting reports, memos, and official documents.
- Maintaining organised filing systems (electronic and hard copy).
- Assisting with the maintenance of accurate student and academic records in compliance with University policies.
- Acting as the first point of contact for internal and external inquiries, ensuring professional and confidential communication.
- Organising and coordinating meetings, including preparing agendas, taking minutes, and distributing documentation.
- Assisting in the planning and coordination of academic events, ceremonies, and workshops.
- Prioritising and managing multiple administrative tasks to ensure smooth daily operations of the Registrar's Office.

Qualifications and Experience

Applicants must possess:

- A Diploma or higher qualification in Business Administration, Office Management, or a related field.
- At least two (2) years' experience in an administrative or secretarial role, preferably within an academic or higher education environment.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and confidentiality.

Key Selection Criteria

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

KSC 1: Demonstrated ability to provide comprehensive administrative support in managing correspondence, scheduling appointments, organising meetings, and prioritising tasks to ensure smooth office operations.

KSC 2: Proven experience in preparing, editing, formatting, filing, and maintaining accurate records and reports, with attention to detail and compliance with university policies.

KSC 3: Good and Strong communication skills

KSC 4: Experience in organising and coordinating meetings and academic events.

KSC 5: Ability to work effectively with staff across departments to facilitate coordination, streamline processes, and support academic services.

Remuneration and Benefits

- Annual Salary: \$30,294.95 - \$41,195.57
- 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**