



**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 18/2026

**POSITION TITLE:** SECRETARY

**POSITION LEVEL:** GRADE 1                      **SALARY RANGE:** \$30,294.95 - \$41,195.57

**THIS POSITION REPORTS TO:** UNIVERSITY REGISTRAR

**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:** STUDENTS, SAS STAFF,

**EXTERNAL:**

**1. SECTION C - SCOPE 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.

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

### **2.1 Key Responsibilities**

#### **Administrative Support:**

- Provide comprehensive administrative support to the Registrar, including managing correspondence, scheduling appointments, and organising meetings.

#### **Document Management:**

- Prepare, edit, and format reports, memos, and other documents as required. Ensure proper filing and documentation of records.
- Assist in maintaining accurate student records and databases, ensuring compliance with university policies and regulations

#### **Communication Management:**

- Act as a point of contact for internal and external inquiries related to the Registrar's office, maintaining professionalism and confidentiality.
- Organise and coordinate meetings, including preparing agendas, taking minutes, and distributing materials to participants.
- Work closely with other departments and staff to facilitate effective communication and coordination of academic services.

#### **Event Support:**

- Assist in the planning and execution of academic events, ceremonies, and workshops as needed.
- Prioritise and manage multiple tasks efficiently, ensuring deadlines are met and the office operates smoothly.

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

- Prepare, review, and distribute official correspondence, emails, memos, and reports accurately and promptly.
  - Organise and manage the Registrar's calendar, schedule meetings, and prepare agendas, minutes, and supporting documents.
  - Assist with the maintenance and processing of student and academic records, ensuring accuracy, confidentiality, and compliance with university policies.
  - Serve as the first point of contact for internal and external inquiries, providing timely, professional, and confidential responses.
  - Maintain organised filing systems (electronic and hard copy) for easy retrieval of Registrar's office documents, including program and administrative records.
  - Assist in the planning and execution of academic events, workshops, and ceremonies as required.
  - Prioritise and manage multiple administrative tasks to ensure smooth daily operations of the Registrar's office.
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## 4. SECTION F – QUALIFICATIONS AND CAPABILITIES

### 4.1 Educational Background

- Diploma or higher in Business Administration, Office Management, or a related field.

### 4.2 Professional Experience

- Experience: At least 2 years of experience in an administrative or secretarial role, preferably within an academic or higher education setting.

## 5. SECTION G- 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.

## SECTION H - TERMS AND CONDITIONS

<b>Fortnightly Salary Range:</b>	\$1,165.19 - \$1,584.45
<b>Annual Salary Range:</b>	\$30,294.95 - \$41,195.57
<b>Annual Leave Entitlement:</b>	20 Working Days
<b>Annual Gratuity:</b>	15% of annual basic salary (paid biannually)
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy schemes.
<b>Other Terms and Conditions of Service relevant to this position:</b>	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:*