



Career Opportunity

Title	HR 19/2026 — Secretary (Solomon Islands Maritime College)
Faculty/Department	Solomon Islands Maritime College (SIMC)
Reports to	Director SIMC
Location/Campus	SINU Ranadi Campus, Honiara

Summary of Duties

The successful candidate will be responsible for providing administrative support, managing office communications, and ensuring the efficient operation of day-to-day activities. The Office Secretary plays a crucial role in maintaining a well-organised and professional office environment.

Key Responsibilities

- Provide comprehensive administrative and secretarial support, including managing schedules, meetings, and correspondence.
- Maintain accurate records, filing systems, and databases.
- Serve as a point of contact for students, staff, and external stakeholders.
- Assist in report preparation, data compilation, and office documentation.
- Support financial processes, including procurement, petty cash, and expense reporting.
- Ensure all office activities comply with University policies and procedures.

Qualifications and Experience

Applicants must possess:

- A Bachelor's degree in Office Administration, Business Administration, or related field; OR Diploma with substantial relevant experience.
- At least 3 years' experience in administrative or secretarial roles (or 5 years with relevant experience).
- Experience maintaining records, databases, and filing systems.
- Strong computer literacy and proficiency in office software.
- Excellent organisational, communication, and time-management skills.
- Ability to maintain confidentiality and handle sensitive information with integrity.

Key Selection Criteria

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

KSC 1: Excellent written and verbal communication skills

KSC 2: Demonstrated experience in administrative or secretarial roles within an academic or professional environment.

KSC 3: Accuracy in data entry, record-keeping, and correspondence.

KSC 4: Excellent Computer literacy and proficiency in office software

KSC 5: Ability to handle sensitive information with professionalism and integrity.

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**