



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY
FACULTY/DEPARTMENT: SOLOMON ISLANDS MARITIME COLLEGE
DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX **UNIVERSITY VACANCY REF:** HR 19/2026

POSITION TITLE: SECRETARY

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

THIS POSITION REPORTS TO: DIRECTOR **THIS POSITION SUPERVISES:** NONE

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: Director SIMC, Students, Staffs
EXTERNAL: Stakeholders,

SECTION C - SCOPE 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.

1. SECTION D- KEY DUTIES AND RESPONSIBILITIES

1.1 Administration

- Assist in day-to-day administrative tasks, including data entry, filing, and document preparation.
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- Provide comprehensive administrative support to executives and team members, including managing calendars, scheduling appointments, and coordinating meetings.
- Prepare and proofread correspondence, reports, and presentations, ensuring accuracy and adherence to company standards.
- Facilitate communication between internal and external stakeholders, responding to inquiries and redirecting requests as needed.
- Assist in the preparation of travel arrangements, itineraries, and expense reports for executives.
- Manage and organise executives' schedules, ensuring optimal time management and prioritisation of tasks.
- Coordinate and schedule internal and external meetings, including booking conference rooms and arranging necessary resources.
- Assist in the planning and execution of office events, such as conferences, workshops, and team-building activities.
- Prepare and maintain comprehensive procedural manuals and documentation for various office processes.
- Compile and organise data for regular reports, presentations, and summaries as requested.
- Collaborate with team members to gather relevant information for reports and ensure accuracy.
- Implement tools and software to automate documentation and reporting processes, enhancing efficiency.

1.2 Record Keeping and Data Management

- Maintain accurate and organised records of correspondence, meetings, and other relevant documentation.
- Establish and manage an efficient filing system, both physical and digital, to ensure easy retrieval of information.
- Assist in the onboarding process by maintaining employee records and ensuring all required documentation is completed.
- Conduct periodic reviews of record-keeping processes to identify and implement improvements.
- Prepare reports and compile data for departmental or university use.

1.3 Communication Management

- Handle incoming and outgoing correspondence (emails, phone calls, letters).
- Serve as a point of contact between students, staff, faculty, and external stakeholders.
- Respond to inquiries and provide information about university policies and procedures.

1.4 Financial Administration

- Assist with budget tracking, expense reports, and procurement processes.
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- Handle petty cash and invoices related to departmental activities.

2. SECTION E - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the following key deliverables:

- Well-prepared agendas, minutes, and reports from meetings and events.
- Maintained and updated student, staff, and departmental records; prepared periodic reports and data summaries.
- Efficient stock management and office supply procurement.
- Ensured all administrative activities adhere to university policies and regulations, with proper documentation

3. SECTION F – QUALIFICATIONS AND CAPABILITIES

3.1 Minimum Qualifications:

- Bachelor's degree in Office Administration, Business Administration, or related fields. Diploma in Business Administration, Office Management

3.2 Experience:

- at least 3 years of work-related experience in secretarial roles demonstrating competence and initiative. OR a relevant high-quality or related field, with at least 5 years of relevant work experience, showcasing a comprehensive understanding of administrative functions and secretarial duties.
- Experience in maintaining records, databases, and filing systems.
- Familiarity with financial processes such as expense reporting, budgeting, or procurement.

3.3 Capabilities:

- Ability to convey information clearly and professionally via email, phone, and in person.
- Skilled in managing multiple tasks, scheduling appointments, and prioritising responsibilities efficiently.
- Ensuring accuracy in documentation, data entry, and correspondence.
- Maintaining the privacy of sensitive information related to students, faculty, and administrative matters.

SECTION G- 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.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$ 1,165.19-\$1,584.45
Annual Salary Range:	\$ 30,294.95 - \$41,195.57
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.
Other Terms and Conditions of Service relevant to this position:	As per 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: