



# Career Opportunity

<b>Title</b>	<b>HR 20/2026 — Admission and Enrolment Officer</b>
<b>Faculty/Department</b>	<b>Centre for Distance &amp; Flexible Learning</b>
<b>Reports to</b>	<b>Learner and Centre Support (LCS) Coordinator</b>
<b>Location/Campus</b>	<b>Panatina Campus</b>

## **Summary of Duties**

The successful candidate will be responsible for coordinating student admission and enrolment processes each academic term, ensuring efficient, accurate, and student-focused services. The role also supports student academic wellbeing by providing timely assistance and maintaining high standards in student records management and enrolment administration.

## **Key Responsibilities**

The successful applicant will:

- Serve as the primary point of contact for prospective and continuing students regarding admission and enrolment matters.
- Coordinate and administer the admission process, including issuing, receiving, processing, and recording student applications.
- Maintain accurate, secure, and confidential admission and enrolment records.
- Respond promptly and professionally to enquiries from students, staff, and external stakeholders.
- Coordinate and support orientation programmes for new students.
- Prepare admission and enrolment reports and analyse data for management.
- Ensure compliance with University policies, procedures, and relevant regulations.
- Conduct regular audits and quality checks of student records.
- Work collaboratively with colleagues to support registration and enrolment activities.
- Assist the LCS Coordinator with planning and implementing admission and enrolment initiatives.

## **Qualifications & Experience**

Applicants should possess:

- A Bachelor's Degree in Business Administration, Management, or a related field.
- Two (2) to five (5) years' relevant experience in admissions, enrolment management, student administration, or a related area.

## **Key Performance Indicators (KPIs)**

The successful candidates should demonstrate:

- Experience managing student information and using student information systems.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to work effectively with students, staff, and stakeholders.
- Excellent organisational skills with a high level of accuracy and attention to detail.
- Ability to work independently and collaboratively within a team environment.
- Good computer literacy and proficiency in relevant software applications.
- Willingness and ability to adapt to new technologies and systems.

## **Remuneration and Benefits**

- Annual Salary: SBD \$43,920.72 - SBD \$68,447.11
- 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](mailto:Safina.Roger@sinu.edu.sb)

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

**Closing Date: 31 July 2026 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](mailto: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**