



Career Opportunity

Title	HR 21/2026 — Provincial Sub Centre Support Officer (PSCSO)
Faculty/Department	Centre for Distance & Flexible Learning
Reports to	Learner and Centre Support (LCS) Coordinator
Location/Campus	Kukum Campus

Summary of Duties

The successful candidate will support high-quality learner services in academic, administrative and ICT areas, strengthen communication between the Honiara centre and provincial sub-centres, coordinate staff training, and ensure students receive timely and equitable support through online, blended and hybrid learning modes.

Key Responsibilities

- Coordinate and monitor the operations of all CDFL provincial sub-centres.
- Support the implementation of CDFL strategies and initiatives across the provinces.
- Coordinate the distribution of learning materials and ICT support services.
- Maintain effective communication with provincial sub-centre staff and stakeholders.
- Monitor student support systems to improve access, retention and student success.
- Ensure compliance with SINU policies, procedures and quality standards.
- Prepare regular reports on sub-centre performance, activities and service delivery.
- Support training and capacity-building initiatives for provincial sub-centre staff.
- Promote teamwork and collaboration among provincial coordinators and support staff.

Qualifications & Experience

Applicants should possess one of the following:

- A Bachelor's degree in Education (Secondary Teaching) with at least **five (5) years' teaching experience** at senior secondary level (Forms 4–6); **or**
- A Diploma in Secondary Teaching with more than **five (5) years' experience** teaching senior secondary students (Forms 4–6); **or**
- Extensive experience as a secondary school administrator, such as **Principal, Deputy Principal, Careers Master, or Form 6 Coordinator**.
- Experience working with provincial or decentralised service delivery will be an added advantage.

Key Performance Indicators (KPIs)

The successful candidates should demonstrate:

- Strong leadership and coordination skills.
- Excellent written and verbal communication abilities.
- Experience in monitoring, evaluation and report writing.
- Strong teamwork and interpersonal skills.
- Sound problem-solving, organisational and analytical abilities.
- Ability to work effectively in diverse and dynamic environments.

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

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 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**