



Career Opportunity

Title	HR 23/2026 — Assistant Media and Marketing Officer
Faculty/Department	Marketing & Public Relations Office
Reports to	Senior Marketing & Promotions Officer
Location/Campus	Kukum Campus

Summary of Duties

The Assistant Media and Marketing Officer provide day-to-day support to the Marketing and Public Relations Office in implementing media, marketing, and communication activities. The role focuses on assisting with content creation, event coverage, digital updates, and administrative tasks to enhance SINU's visibility and engagement.

Key Responsibilities

The successful applicant will:

- Assist in coordinating promotional activities, university events, and media coverage.
- Draft, edit, and proofread content for press releases, newsletters, social media, publications, and promotional materials.
- Support the preparation and distribution of marketing and promotional materials.
- Assist in updating the University's website and social media platforms with timely and engaging content.
- Coordinate interviews and gather information from students, staff, and stakeholders for media and promotional purposes.
- Ensure marketing and communication materials are accurate, professional, and aligned with the University's branding standards.
- Maintain organised records, documentation, and reports relating to marketing and communication activities.
- Provide administrative support, including scheduling, filing, and record management.
- Work collaboratively with the Marketing and Public Relations team to implement communication and promotional initiatives.

Qualifications & Experience

Applicants should possess:

- A **Diploma or Bachelor's degree** in Marketing, Communications, Journalism, Media Studies, Public Relations, or a related field.
- Experience in media, marketing, communications, event coordination, or public relations through employment, internships, volunteer work, or related activities.
- Experience with digital communication platforms and social media management will be an advantage.

Key Performance Indicators (KPIs)

The successful candidates should demonstrate:

- Experience supporting media coverage, publicity campaigns, and content creation.
- Strong organisational and administrative skills with the ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- Knowledge of digital media platforms and online engagement strategies.
- High attention to detail and the ability to produce accurate, high-quality work.
- Strong teamwork and interpersonal skills with the ability to work collaboratively in a dynamic environment.

Remuneration and Benefits

- Annual Salary: SBD \$30,294.00 – SBD \$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: 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**