



# Career Opportunity

<b>Title</b>	<b>HR 27/2026 — Logistics Officer/Driver</b>
<b>Faculty/Department</b>	<b>Business Investment &amp; Commercial Services (BICS)</b>
<b>Reports to</b>	<b>Manager Business Investment &amp; Commercial Services (BICS)</b>
<b>Location/Campus</b>	<b>Kukum Campus</b>

## **Summary of Duties**

*The purpose of the job is to provide logistics services for the catering department of the University.*

*The logistics officer assists the storeman and the procurement officer to achieve timely distributions of rations/stock for the University's catering department in all campuses of the University. The logistics officer also works as the driver to pick up and drop off kitchen staff, especially for early morning shifts and late evening shifts.*

## **Key Responsibilities**

The successful applicant will:

- Transport catering staff safely and punctually to and from work as required.
- Deliver rations, food supplies, and stock to University campuses on time.
- Assist with logistics, dispatch, and stock distribution in collaboration with the Storeman and Procurement Officer.
- Verify deliveries against orders and maintain accurate delivery records.
- Report supply, vehicle, or equipment issues promptly.
- Maintain professionalism, safety, and compliance with University policies and procedures.
- Support the Catering Supervisor, Head Chef, and Manager BICS with additional operational duties as required.

## **Qualifications & Experience**

Applicants should possess:

- Certificate-level qualification or equivalent.
- At least five (5) years' experience in logistics, dispatch, transportation, or administrative support.
- Experience in logistics and distribution operations.
- A valid and clean driver's license.
- Sound knowledge of workplace safety practices.

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

The successful candidates should demonstrate:

- Experience in logistics, transportation, or supply chain operations.
- Strong attention to detail and accuracy in stock verification and record keeping.
- Good communication and interpersonal skills.
- Professionalism, reliability, and a strong work ethic.
- Ability to identify and resolve logistical issues effectively.
- Ability to work collaboratively within a team and follow established procedures.

## **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**