



# Career Opportunity

<b>Title</b>	<b>HR 28/2026 — Procurement Officer (3 Positions)</b>
<b>Faculty/Department</b>	<b>Procurement Department</b>
<b>Reports to</b>	<b>Chief Procurement Officer</b>
<b>Location/Campus</b>	<b>Kukum Campus</b>

## **Summary of Duties**

The Procurement Officer will support the effective implementation of the University's Procurement Policy by managing procurement, supply chain and stock management activities. The successful candidate will help ensure value for money, maintain compliance with procurement and financial policies, and provide responsive procurement services across the University.

## **Key Responsibilities**

The successful applicant will:

- Process procurement requests efficiently and provide professional procurement support to University stakeholders.
- Ensure procurement activities comply with University policies, procedures and relevant regulatory requirements.
- Promote transparency, accountability and ethical procurement practices.
- Maintain accurate procurement records and prepare timely reports.
- Review and improve procurement processes to enhance efficiency.
- Work collaboratively with colleagues, suppliers and stakeholders to achieve procurement objectives.
- Complete assigned duties within required timelines while maintaining high-quality standards.

## **Qualifications & Experience**

Applicants should possess:

- A **Bachelor's Degree** in Business, Economics or a related discipline; **or**
- A **Diploma in Procurement and Supply Management, Business Administration**, or a related field.
- Applicants should also have:
- At least **three (3) years' experience** in procurement, supply chain management or a similar role.
- Experience managing global, regional and national procurement activities.

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

The successful applicant should demonstrate:

- Proven procurement and supply chain management experience.
- Strong negotiation and supplier management skills.
- Excellent written and verbal communication skills.
- High ethical standards, integrity and accountability.
- Strong analytical and problem-solving abilities.
- Ability to work effectively within a team and build positive working relationships.

## **Remuneration and Benefits**

- Annual Salary: SBD \$71,172.26 – SBD \$95,698.65
- 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**