

Career Opportunity

Title	HR 35/2026 —Driver (2 Positions)
Faculty/Department	Properties, Facilities and Projects Department (PFPD).
Reports to	Supervisor
Location/Campus	Kukum Campus

Summary of Duties

The Driver is responsible for providing safe, reliable and professional transportation services for SINU staff, students, goods and official university activities. The position is also responsible for maintaining vehicle safety, cleanliness, logbooks, servicing and fuelling, and ensuring compliance with SINU Transport Policy and road safety requirements.

Key Responsibilities

The successful applicant will be responsible for:

- Providing safe and reliable transportation for staff, students, goods and official university activities.
- Transporting passengers and goods safely and on time as assigned.
- Maintaining vehicle cleanliness, safety and roadworthiness.
- Completing and maintaining accurate vehicle logbooks for all trips.
- Conducting routine vehicle checks and reporting faults, accidents and safety concerns promptly.
- Assisting with vehicle inspections, servicing, fueling and basic maintenance.
- Assisting with loading and unloading goods or equipment when required.
- Using efficient routes and fuel-efficient driving practices.
- Responding promptly to authorized transport requests.
- Complying with SINU Transport Policy, OHS requirements, Code of Conduct and Solomon Islands road safety laws.
- Maintaining professionalism, confidentiality and responsible driving behavior at all times.

Qualifications & Experience

Applicants should possess:

- At least **Form 5 education** or equivalent.
- At least **5 years' driving experience**, preferably in Honiara or other urban centers, with a good driving record.
- A valid and appropriate Solomon Islands driver's license for light to heavy vehicles and tractor with trailer.
- Basic knowledge of vehicle maintenance and ability to identify or troubleshoot basic vehicle faults.
- Ability to communicate effectively in English, both orally and in writing.
- Good physical fitness and ability to perform duties associated with the position.
- Willingness to work flexible hours as required.

Key Selection Criteria (KSC)

Applicants should demonstrate:

- Strong commitment to safe driving practices, traffic laws and road safety.
- Proven driving experience, preferably in an institutional or university environment.
- Basic understanding of vehicle maintenance and troubleshooting.
- Reliability, punctuality and professionalism.
- Good communication and interpersonal skills.
- Ability to work flexible hours and respond to transport requirements.
- Good physical fitness and ability to safely perform the duties of the position.
- Commitment to complying with SINU policies, procedures and Code of Conduct.

Remuneration and Benefits

- Annual Salary: \$16,669.18 - \$27, 569.80
- 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: 4th September 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**