

Career Opportunity

Title	HR 40/2026 — Principal Planning Officer –Monitoring & Evaluation
Faculty/Department	Institutional Planning Development Department (IPDD)
Reports to	Director, Institutional Planning and Development Department (IPDD)
Location/Campus	Kukum Campus

Summary of Duties

The Principal Planning Officer – Monitoring & Evaluation will provide specialist technical support for institutional monitoring and evaluation at Solomon Islands National University. The position will develop and maintain monitoring and evaluation frameworks and Key Performance Indicators (KPIs), collect and analyse performance information, monitor implementation against institutional plans and targets, undertake evaluations, and prepare performance reports to support accountability, evidence-based decision-making and continuous improvement.

Key Responsibilities

The successful applicant will be responsible for:

- Developing, maintaining and implementing institutional monitoring and evaluation frameworks, systems and tools aligned with SINU's Strategic Plan and other institutional plans.
- Developing and monitoring institutional Key Performance Indicators (KPIs) and other performance measures.
- Collecting, validating, analysing and interpreting institutional performance data.
- Monitoring implementation and progress against the University's Strategic Plan, Corporate and Academic Plans, Annual Plan and Physical Master Plan.
- Undertaking evaluations and reviews of institutional plans, programmes, initiatives and activities.
- Preparing institutional performance reports, dashboards, analytical briefs and M&E inputs for the Annual Report.
- Providing specialist technical advice and support on monitoring, evaluation, KPI development, data collection and performance reporting.
- Maintaining accurate M&E documentation, systems and records.
- Supporting quality assurance and continuous improvement of institutional monitoring and reporting processes.
- Working collaboratively with faculties, departments and University units to strengthen monitoring and evaluation practices.

Qualifications & Experience

Applicants should possess:

- A **Master's Degree** in Monitoring and Evaluation, Statistics, Economics, Development Studies, Public Policy, Public Administration, Data Analytics or a related field; **OR**
- A **Bachelor's Degree** in a relevant field with at least five (5) years of relevant professional experience in monitoring and evaluation, performance monitoring, institutional research, data analysis, planning or related areas.

Desirable:

- Professional training or certification in monitoring and evaluation, performance management, statistics, data analysis, research or related areas will be an advantage.
- Experience in a higher education, government or public-sector environment is desirable.
- Applicants should also demonstrate strong analytical and data interpretation skills, the ability to develop and apply M&E frameworks and KPIs, strong quantitative and qualitative analysis skills, excellent report-writing and presentation skills, and the ability to communicate technical information clearly.

Key Selection Criteria (KSC)

Applicants should demonstrate:

- **KSC 1: Monitoring & Evaluation Expertise**
Demonstrated knowledge and experience in monitoring, evaluation, performance management and KPI development.
- **KSC 2: Analytical Skills**
Strong quantitative and qualitative data analysis and interpretation skills.
- **KSC 3: Reporting Skills**
Ability to prepare clear, accurate and evidence-based reports, dashboards and analytical briefs.
- **KSC 4: Communication**
Ability to communicate technical information clearly and work effectively with diverse stakeholders.
- **KSC 5: Planning Knowledge**
Understanding of institutional planning, performance monitoring and continuous improvement, preferably within higher education or the public sector.
- **KSC 6: Professionalism**
Demonstrated ability to work independently, meet deadlines and maintain high standards of accuracy and confidentiality.

Remuneration and Benefits

- Annual Salary: SBD 98,423.80 - 122,950.18
- 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: 25th 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