

Career Opportunity

Title	HR 43/2026 — Manager Campus Life and Welfare Department
Faculty/Department	Campus Life and Welfare Development
Reports to	Pro Vice-Chancellor Corporate (PVCC)
Location/Campus	Kukum Campus

Summary of Duties

The Manager, Campus Life and Welfare Development provides strategic and operational leadership to enhance the overall student experience at Solomon Islands National University. The position oversees student welfare services, campus engagement, residential life, sports programmes and wellbeing initiatives, while ensuring a safe, inclusive and supportive campus environment.

Key Responsibilities

The successful applicant will be responsible for:

- Providing leadership in overseeing student clubs, associations and extracurricular activities.
- Developing policy guidelines for campus activities and student engagement.
- Providing leadership and oversight of student welfare, advisory and counselling services.
- Managing the implementation of sports development plans and programmes.
- Coordinating and overseeing emergency response activities relating to student welfare and campus life.
- Building and maintaining partnerships with NGOs, government agencies and other external partners.
- Ensuring compliance with University policies and relevant national standards.
- Preparing and submitting quarterly and annual reports on campus life, student welfare and engagement activities.
- Promoting safe, inclusive and supportive living environments for students.
- Ensuring confidentiality and compliance with student welfare standards.
- Leading team meetings, assigning responsibilities and monitoring staff performance.
- Building strong relationships with student organisations, University departments and external stakeholders.
- Providing high-level administrative and operational support to the Department.
- Participating in institutional committees and working groups as required.
- Monitoring student engagement activities, programme outcomes and campus initiatives.
- Leading the enforcement of campus policies relating to student conduct and event organisation.

Qualifications & Experience

Applicants should possess:

- A Master's or Postgraduate Degree in a relevant discipline such as Education, Student Affairs, Event Management, Business Administration, Psychology or a related field.
- A minimum of five (5) years' relevant experience in student affairs or a related area.
- Experience working within a tertiary or higher education institution.
- Training or experience in counselling or mediation will be an advantage.
- Demonstrated leadership and people management skills.
- Strong communication and interpersonal skills.
- High levels of integrity and professionalism.
- Experience in crisis and complaint handling.
- Strong programme and project management skills.

Key Selection Criteria (KSC)

Applicants should demonstrate:

KSC 1: Service Delivery & Operational Excellence

Demonstrated ability to manage and deliver high-quality services, with strong organisational skills, attention to detail and the ability to improve systems and processes.

KSC 2: Coordination & Leadership

Demonstrated experience in supervising or mentoring staff, coordinating tasks, projects and functions effectively, and applying initiative and problem-solving skills.

KSC 3: Communication & Stakeholder Engagement

Strong written and verbal communication skills, with the ability to engage effectively with internal and external stakeholders and build positive working relationships.

KSC 4: Teamwork & Collaboration

Proven ability to work collaboratively in a team environment, contribute to team planning and organisational initiatives, and support broader institutional activities.

KSC 5: Professionalism & Work Ethic

Demonstrated ability to manage workloads and meet deadlines, with a high level of integrity, professionalism, accountability and commitment to continuous improvement and learning.

Remuneration and Benefits

- Annual Salary: SBD152,926.88 – SBD 163,827.49
- 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: 1st October 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