

Career Opportunity

Title	HR 44/2026 — Sports Coordinator
Faculty/Department	Campus Life and Welfare Development
Reports to	Manager, Campus Life and Welfare Development
Location/Campus	Kukum Campus

Summary of Duties

The Sports Coordinator is responsible for organising and managing sports programmes, tournaments and events at Solomon Islands National University. The position promotes student participation, healthy lifestyles and engagement in sports, while coordinating sports facilities, equipment, teams and activities. The role also involves working with internal departments and external partners to ensure safe, inclusive and effective sports programmes.

Key Responsibilities

The successful applicant will be responsible for:

- Planning and organising sports programmes, tournaments, competitions and events.
- Providing support and guidance to students, athletes, teams and participants.
- Promoting student engagement and participation in sports and healthy lifestyles.
- Coordinating communication regarding sports schedules, activities, updates and events.
- Coordinating with coaches, players, University departments and external partners.
- Monitoring and evaluating the effectiveness of sports programmes and activities.
- Ensuring sports facilities, equipment and resources are available and properly maintained.
- Promoting safety, inclusivity and compliance with relevant standards and procedures.
- Managing sports schedules, records, correspondence and documentation.
- Supporting the effective management of sports resources and budgets.
- Contributing to teamwork, problem-solving and the achievement of departmental goals.

Qualifications & Experience

Applicants should possess:

- A Bachelor's Degree in Physical Education, Sports Management or a related field.
- Certification in Sports Management, Coaching or Fitness Training will be an advantage.
- First Aid and Emergency Response certification will be an advantage.
- Two (2) to four (4) years' experience in sports management, coaching or event coordination.
- Experience organising sports events, tournaments and training sessions.
- Experience managing sports teams and coordinating with coaches and players.
- Knowledge of sports facility management and safety protocols.
- Demonstrated teamwork, leadership and problem-solving skills.

Key Selection Criteria (KSC)

Applicants should demonstrate:

KSC 1: Relevant Experience

Demonstrated experience in organising sports events, training programmes or working in sports management roles.

KSC 2: Knowledge and Skills

Strong understanding of sports rules, safety standards and facility management, with excellent organisational and planning skills.

KSC 3: Leadership and Teamwork

Ability to lead, motivate and manage sports teams and work collaboratively with diverse groups.

KSC 4: Teamwork and Collaboration

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

KSC 5: Problem-Solving and Decision-Making

Ability to handle logistical challenges, emergencies and operational issues efficiently and effectively.

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

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