



Career Opportunity [Re-advertised]

Title	HR 04/2026 — Senior Employment Officer
Faculty/Department	Human Resources Department
Reports to	Deputy Director Human Resources
Location/Campus	Kukum Campus

Summary of Duties
The Senior Employment Officer will be responsible for leading, managing and coordinating recruitment and selection activities at the Solomon Islands National University (SINU). The successful applicant will oversee recruitment processes, work closely with Faculty Deans and Department Heads to identify staffing needs, and ensure the timely appointment of qualified academic and administrative personnel. The role also involves developing and implementing recruitment policies and procedures, coordinating interview panels, managing employee onboarding, maintaining accurate recruitment records and ensuring compliance with SINU policies and relevant employment legislation.

- Key Responsibilities**
The successful applicant will be responsible to:
- Lead and coordinate recruitment and selection processes across the University, ensuring timely and effective appointments.
 - Collaborate with Faculty Deans and Department Heads to identify staffing requirements and develop position descriptions and specifications.
 - Prepare and distribute job advertisements through appropriate recruitment channels to attract qualified candidates.
 - Review applications, conduct initial screenings and prepare shortlists in accordance with established selection criteria.
 - Lead and participate in interview panels, ensuring fair, transparent and merit-based recruitment decisions.
 - Coordinate employment offers, appointment documentation and onboarding arrangements for successful candidates.
 - Support the development, review and implementation of recruitment policies and procedures aligned with SINU's strategic objectives and relevant employment legislation.
 - Ensure recruitment and selection activities comply with University policies, procedures and applicable labour laws.
 - Maintain accurate and confidential records of recruitment activities, selection processes and employment decisions.
 - Prepare and submit monthly, quarterly and annual recruitment reports, including staffing data, recruitment outcomes and performance indicators.
 - Collaborate with the HR Training and Development Unit to provide guidance and training to hiring managers on recruitment practices and interview techniques.
 - Supervise and support staff involved in recruitment and employment services, ensuring effective performance and service delivery.
 - Establish and maintain effective working relationships with internal departments, external agencies and other relevant stakeholders.
 - Monitor recruitment timelines, identify areas for improvement and implement measures to enhance recruitment efficiency and candidate experience.
 - Support the continuous improvement of employment services and ensure compliance with SINU policies, quality assurance requirements and professional standards.

- Qualifications & Experience**
Applicants must possess:
- A Bachelor's degree in Human Resources Management and Employment Relations, Public Administration, Business Administration or a related field.
 - Membership with a recognised Human Resources professional body.
 - At least five (5) years of progressively responsible experience in recruitment, employment services or human resources management.
 - Sound knowledge of recruitment and selection processes, employment legislation, HR policies and workforce planning.
 - Experience in coordinating recruitment activities, managing employment records and preparing recruitment reports.
 - Strong leadership, organisational, communication and interpersonal skills.
 - Proficiency in Human Resource Management Information Systems (HRMIS) and Microsoft Office applications, particularly Word and Excel.
- A postgraduate qualification in Human Resources Management, Public Administration or Business Administration will be an advantage.

- Key Selection Criteria (KSC)**
Applicants should demonstrate:
- KSC 1: Recruitment and Selection Experience**
Proven experience in managing end-to-end recruitment and selection processes, including position design, job advertising, application screening, shortlisting, interviewing, appointment procedures and employee onboarding.
- KSC 2: Knowledge of Employment Law and HR Policies**
Sound understanding of employment legislation, employment contracts, recruitment policies and compliance requirements, preferably within the public or higher education sector.
- KSC 3: Leadership and Supervision Skills**
Demonstrated ability to lead and supervise staff, coordinate recruitment activities, manage team performance and promote effective service delivery.
- KSC 4: Analytical and Reporting Skills**
Ability to collect, analyse and present recruitment and staffing data, prepare accurate reports and provide information to support workforce planning and management decisions.
- KSC 5: Communication and Interpersonal Skills**
Excellent written and verbal communication skills, with the ability to engage professionally and effectively with Faculty Deans, Department Heads, staff, applicants and external stakeholders.
- KSC 6: IT and Systems Proficiency**
Demonstrated proficiency in HR information systems, electronic records management and Microsoft Office applications, particularly Excel and Word, for recruitment administration and reporting.
- KSC 7: Professionalism and Service Excellence**
Demonstrated commitment to ethical conduct, confidentiality, accuracy and professionalism, with the ability to manage competing priorities and deliver high-quality recruitment and employment services in a demanding work environment.

- 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

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: 24 November 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