



JOB DESCRIPTION

Position Title	Senior Employment Officer
Faculty/Department	Human Resources Department
Reports to	Deputy Director Human Resources
Position Level	Band 2 (GSS)
Purpose Of the Role	The Senior Employment Officer position at the Solomon Islands National University (SINU) encompasses a comprehensive leadership role in managing and coordinating recruitment and selection activities across the institution. This position is pivotal in ensuring that SINU attracts, hires, and retains qualified personnel to meet its academic and administrative needs.
Detailed Roles & Responsibilities	
Service	• Collaborate with Faculty Deans and Department Heads to assess staffing needs and develop position descriptions and specifications. • Prepare and distribute job advertisements through appropriate channels to attract a diverse pool of candidates. • Review applications, conduct initial screenings, and prepare candidate shortlists. • Lead and participate in interview panels. • Lead in extending offers to successful candidates and coordinate onboarding. • Support hiring-manager training on recruitment practices and interview techniques, in collaboration with the HR Training and Development Unit.
Quality	• Provide support in developing and implementing recruitment policies and procedures aligned with SINU's strategic goals and relevant labour laws. • Ensure recruitment activities comply with SINU recruitment policies, requirements, and standards. • Provide monthly recruitment activity and outcome reports to the Director of Human Resources. • Maintain accurate, up-to-date records of recruitment processes and decisions.
Team Work	• Work closely with Faculty Deans and Department Heads to identify staffing needs. • Collaborate with interview panel members to support fair and transparent selection. • Work with the HR Training and Development Unit to support hiring managers.

	• Lead in coordinating with relevant colleagues to ensure new employees are onboarded effectively.
Qualification & Experiences	Bachelor's degree in Human Resources Management and Employment Relations, Public Administration, or Business Administration. Postgraduate qualification in HRM or Public and Business Administration is an advantage. 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.
Key Deliverables	1. Timely and Effective Recruitment • Successful completion of recruitment processes promptly, with qualified candidates appointed in accordance with SINU recruitment policy timelines. 2. Policy and Compliance Management • Updated and compliant recruitment policies and procedures are in place that reflect best practices and relevant employment laws. 3. Reporting and Documentation • Accurate and timely submission of monthly, quarterly, and annual reports on recruitment and employment matters. 4. Staff Support and Capacity Building
	• Regular training sessions are conducted for hiring managers on recruitment practices. 5. Improved Candidate Experience and Onboarding • Efficient onboarding processes with reduced turnaround time and improved new hire satisfaction. 6. Stakeholder Engagement • Strong collaboration with internal departments and external agencies to support recruitment needs and employment services.

Key Selection Criteria (KSC)	KSC 1: Demonstrated Experience in Recruitment and Selection • Proven track record in managing end-to-end recruitment processes, including job design, advertising, shortlisting, interviewing, and onboarding. KSC 2: Knowledge of Employment Law and HR Policies • Sound understanding of labour legislation, employment contracts, and compliance requirements within the public or higher education sector KSC 3: Leadership and Supervision Skills • Experience in supervising staff and managing team performance effectively KSC 4: Analytical and Reporting Skills • Ability to compile, analyse, and present recruitment and staffing data to inform decision-making. KSC 5: Communication and Interpersonal Skills • Strong written and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders KSC 6: IT and Systems Proficiency • Competence in HR software and Microsoft Office applications, particularly Excel and Word. KSC 7: Commitment to Professionalism and Service Excellence • Demonstrated ethical conduct, attention to detail, and commitment to delivering high-quality service outcomes in a fast-paced environment.
Compliance	• Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements

Terms and condition	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies Annual Salary Range: \$ 71,172.26 -\$95,698.65 Annual Leave Entitlement: 20 working days Annual Gratuity: 15% of annual basic salary (paid biannually) Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes An attractive annual leave benefit package
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  15/10/2026 Director Human Resource Date Approved Additional Comments: