



Career Opportunity [Re-advertised]

Title	HR 19/2026 — Secretary (Solomon Islands Maritime College)
Faculty/Department	Solomon Islands Maritime College
Reports to	Director, Solomon Islands Maritime College
Location/Campus	Ranadi Campus

Summary of Duties

The Secretary will provide administrative and financial support to the Solomon Islands Maritime College, manage office communications, maintain accurate records, and coordinate day-to-day office operations. The successful applicant will contribute to an organised, efficient and professional working environment while ensuring administrative activities comply with SINU policies and procedures.

Key Responsibilities

The successful applicant will be responsible to:

- Provide day-to-day administrative support, including data entry, filing, document preparation and record management.
- Manage calendars, schedule appointments, coordinate meetings and prepare meeting agendas, minutes and reports.
- Handle incoming and outgoing correspondence, including emails, telephone calls and letters.
- Serve as a point of contact for students, staff, faculty members and external stakeholders, responding to inquiries and directing requests appropriately.
- Assist with travel arrangements, itineraries and expense reports for the Director and other authorised staff.
- Coordinate meetings, conferences, workshops and other departmental activities, including venue bookings and logistical arrangements.
- Prepare, proofread and format correspondence, reports, presentations and other official documents, ensuring accuracy and professionalism.
- Maintain organised physical and electronic filing systems and ensure the secure storage and easy retrieval of records.
- Assist with budget tracking, expense reporting, procurement processes and the management of office supplies.
- Compile data and prepare periodic reports and summaries for departmental and university use.
- Collaborate with colleagues to coordinate schedules, share information and ensure administrative tasks are completed on time.
- Support quality assurance and accreditation requirements and ensure compliance with SINU policies, occupational health and safety requirements, and the Code of Conduct.

Qualifications & Experience

Applicants should possess one of the following:

- A Bachelor's degree in Office Administration, Business Administration, Commerce (majoring in Accounting and Finance), or a related field, with at least three (3) years of relevant work experience in secretarial or administrative roles; or
- A Diploma in Business Administration, Office Management, or a related field, with at least five (5) years of relevant work experience demonstrating a sound understanding of administrative functions and secretarial duties.

Applicants should also demonstrate:

- Experience in maintaining records, databases and filing systems.
- Familiarity with financial processes, including expense reporting, budgeting and procurement.
- Proficiency in computer applications and office software.
- Strong organisational, communication and time-management skills.

Key Selection Criteria (KSC)

Applicants should demonstrate:

KSC 1: Administrative and Secretarial Experience

Demonstrated experience in administrative, secretarial and financial support roles, preferably within an academic or professional environment.

KSC 2: Computing Skills

Strong computer literacy and proficiency in office software, data entry, electronic records management and document preparation.

KSC 3: Communication Skills

Excellent written and verbal communication skills, with the ability to prepare professional correspondence, reports and meeting documentation and communicate effectively with diverse stakeholders.

KSC 4: Attention to Detail and Accuracy

Demonstrated ability to maintain accurate records, manage data, proofread documents and ensure the timely and reliable preparation of administrative information.

KSC 5: Professionalism and Integrity

Ability to handle confidential and sensitive information with discretion, maintain professional standards, manage competing priorities and work collaboratively with colleagues.

Remuneration and Benefits

- Annual Salary: SBD 30,294.95 – SBD 41,195.57
- 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