



Career Opportunity

Title	HR 46/2026 — Risk Management Officer
Faculty/Department	Internal Audit
Reports to	Director Internal Audit
Location/Campus	Kukum Campus

Summary of Duties
The Solomon Islands National University (SINU) invites applications from suitably qualified and experienced candidates for the position of Risk Management Officer within the Internal Audit Department. The Risk Management Officer will support the University in identifying, assessing, monitoring, and mitigating risks that may affect its operations, governance, and strategic objectives. The successful candidate will help ensure that effective risk management practices are implemented across Faculties, Schools, and Departments in accordance with the University's Risk Management Policy, Audit Charter, and governance framework.

- Key Responsibilities**
Applicants should possess the ability to:
- Maintain and regularly update the University's risk registers and risk matrices to ensure accuracy and relevance.
 - Conduct structured risk assessments across Faculties, Schools, and Departments to identify, evaluate, and prioritise key risks.
 - Monitor emerging risks, risk exposures, and the effectiveness of mitigation strategies.
 - Support the integration of risk management practices into internal audit reviews and governance processes.
 - Monitor the implementation of corrective actions arising from risk assessments and audit recommendations.
 - Prepare timely, accurate, and evidence-based risk assessment reports, including recommendations for mitigating identified risks.
 - Evaluate the effectiveness of internal controls and maintain appropriate documentation and records.
 - Monitor and report quarterly on corrective actions and submit updates to the Audit and Risk Committee.
 - Apply approved audit methodologies and tools in line with the International Professional Practices Framework (IPPF) 2025 standards and the University's Audit Charter.
 - Work collaboratively with Faculties, Schools, and Departments to strengthen risk management, accountability, and operational integrity.
 - Support compliance with SINU legislation, policies, procedures, Occupational Health and Safety (OHS) requirements, and the University's Code of Conduct.
 - Support the University's quality assurance and accreditation requirements.
 - Perform other duties as reasonably assigned by the Senior Internal Auditor in support of the Internal Audit Department's objectives.

- Qualifications and Experience**
Applicants should possess:
- A Bachelor's Degree in Accounting, Finance, Risk Management, or a related discipline.
 - At least two to three years of relevant experience in internal audit, risk management, finance, or compliance.
 - Working knowledge of financial management systems.
 - Knowledge of risk assessment methodologies, internal controls, and risk mitigation strategies.
 - Knowledge of relevant laws, regulations, policies, and procedures relating to risk management and compliance.

- Desirable:**
- Experience in risk management, internal audit, or compliance within a university, public sector, or similar organisational setting.
 - Familiarity with the International Professional Practices Framework (IPPF) and internal audit standards.
 - Experience preparing risk assessment reports, monitoring corrective actions, and supporting governance processes.

- Key Selection Criteria (KSC)**
Applicants should demonstrate:
- KSC 1: Experience**
Proven experience in risk management, internal audit, or compliance, preferably within a university, public sector, or similar organisational setting.
- KSC 2: Report Writing and Documentation Skills**
Ability to prepare clear, comprehensive, accurate, and evidence-based risk assessment reports and maintain proper documentation.
- KSC 3: Ethical Standards and Confidentiality**
Demonstrates high levels of professionalism, confidentiality, integrity, and sound ethical judgement when handling sensitive information.
- KSC 4: Analytical and Problem-Solving Skills**
Excellent analytical and problem-solving skills, with the ability to identify risks, assess internal controls, evaluate risk exposure, and recommend appropriate mitigation measures.
- KSC 5: Knowledge of Laws, Regulations, and Policies**
Strong knowledge of relevant laws, regulations, and organisational policies relating to risk management, internal audit, and compliance, with the ability to ensure activities align with applicable requirements.

- Remuneration and Benefits**
- Annual Salary: SBD \$71,172.26 – \$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: 11 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