



Career Opportunity

Title	HR 40/2022— Student Officer (Assessment & Progression)
Division/ Department	Student Academic Services (SAS Office)
Location/Campus	Kukum

Minimum Qualification and Experience Requirements:

A relevant Bachelor's degree in a relevant discipline OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.

Experience

The appointee must have:

- At least five years of administrative working experience, preferably in a tertiary institution.
- Experience in facilitating customer services.
- Experience in carrying out multiple activities within tight deadlines.

Skills

The appointee must have:

- Very good organizational skills.
- A strong customer service orientation.
- Excellent oral and written English language skills.

Please see job description for more information.

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 Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: May 9th 2022 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to recruitment@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**