



Career Opportunity

Title	HR 73/2024 – Assistant Carpenter
Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	Carpenter Supervisor
Location/Campus	Honiara, Kukum Campus

Summary of Duties

The Assistant Carpenter will support the Supervising Carpenter in executing various carpentry projects, ensuring all work is completed to the highest standards. This role involves hands-on carpentry tasks, following project plans, and maintaining a safe and organized work environment.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Certificate in Carpentry and Allied Trades from a recognized institution.
- A minimum of five (5) years of relevant work experience in carpentry.
- Strong written and verbal communication skills.
- Basic knowledge of administrative duties.
- Proficiency with carpentry tools and techniques.
- Attention to detail and strong problem-solving skills.
- Ability to work independently and as part of a team.
- Commitment to workplace safety and the ability to follow safety protocols.
- Reliable and punctual with a strong work ethic.

Desirable Attributes:

- Experience with various carpentry techniques and materials.
- Familiarity with local building codes and regulations.
- Experience in both residential and commercial carpentry projects.
- Ability to read and interpret technical documents and blueprints.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.

Working Conditions:

- This position requires physical stamina and the ability to lift heavy materials.
- Work is performed in various environments, including outdoor sites and indoor workshops.
- Use of personal protective equipment (PPE) is mandatory.

Key Responsibilities:

- Assist the supervising Carpenter in the construction, installation, and repair of structures and fixtures made from wood and other materials.
- Follow blueprints, drawings, and specifications to meet client requirements.
- Measure, cut, and shape wood, plastic, and other materials.
- Assemble and join materials with nails, screws, staples, or adhesives.
- Install structures and fixtures, such as windows, frames, floorings, and trim.
- Inspect and replace damaged framework or other structures and fixtures.
- Operate and maintain carpentry tools and equipment. **Please refer to the job description for more information.**

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

Closing Date: 26th July 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Manasseh.Taloafiri@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