



Career Opportunity

Title	HR 74/2024 – Transport Supervisor
Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	Director Property, Facilities and Project
Location/Campus	Honiara, Kukum Campus

Summary of Duties

To supervise all SINU Vehicles and coordinate the operation of the SINU transport pool.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Certificate in Motor Mechanics from a recognised institution.

Experience

Essential:

Form five(5) education

Minimum of five (5) years of relevant work experience in vehicle maintenance and supervision.

Desirable:

Good written and verbal communication skills.

Basic knowledge of administrative duties, including record-keeping and reporting.

Valid driving license with a clean driving record.

Familiarity with health and safety regulations related to vehicle operation and maintenance.

Roles and responsibilities:

- Coordinate the operation of the transport pool.
- Develop the weekly work schedule for drivers.
- Supervise University drivers.
- Control the use of University vehicles to minimize costs.
- Ensure all University vehicles are roadworthy at all times.
- Perform regular mechanical checks and arrange overhauls for University vehicles.
- Liaise with heads of schools and divisions to meet their transport needs.
- Drive vehicles as needed and during emergencies.
- Perform other duties as directed by the Director PFP.

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**