

Career Opportunity

Title	HR 92/2024 – Matron
Department	Business, Investment and Commercial Services (BICS)
Reports to	Manager BICS
Location/Campus	Honiara, Kukum Campus

Summary of Duties

To assist the Administration Officer on welfare needs and hostel accommodation services for students, and report or advise the Manager on disciplinary matters that involved students. To ensure students receive quality customer services at all levels in carrying out the functions.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A relevant teaching degree /Diploma qualification in management /education and youth development.

Experience

Essential to the position:

- Have at least 3 years' experience in working with SINU students.
- Have a good command of both oral and written communication skills.
- Have good interpersonal, and communication skills.
- Be able to work with young people, and be sensitive to their needs.
- Have knowledge of counselling.
- Be on time for work, willing to take extra responsibilities and work during the hour.

Administration.

- Allocate room for students at hostels.
- Bring sick students to the clinic, through normal procedures.
- Guide students during the orientation programme.
- People management and teamwork
- Workout programs for students to do cleanup work in and around the hostel.
- Conduct counselling to students and/or refer students for further counselling are attended to and forwarded to the appropriate officer responsible.
- Report to the Administration Officer the needs of students, and listen to grievances.
- Explain to new and returning students the rule book.
- Report on incidents for disciplinary hearings.
- Carrying out inventory of furniture and other equipment in rooms.
- Carrying out regular inspections of hostel rooms and outside of the hostel.
- Any other duties within the officer's skill level as directed by Manager BICS. **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: 8th August 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**