

Career Opportunity

Title	HR 114/2024 – Senior Human Resources Officer – Employment Services
Faculty/Division	Human Resources Department
Reports to	Deputy Human Resources/ Director Human Resources
Location/Campus	Honiara, Kukum Campus

Summary of Duties

The Senior Human Resources (HR) Officer for Employment Services is responsible for overseeing and managing HR functions related to employment services within the university. This includes coordinating recruitment, staffing, workforce development, employee relations, and ensuring compliance with labour laws and regulations. The Senior HR Officer will work closely with other HR staff, Faculty Deans and department heads to meet University staffing needs while promoting a positive work environment and employee satisfaction.

Duties & Responsibilities

- Assist in drawing position descriptions and person specifications, preparing advertisements, checking application forms, shortlisting, interviewing and selecting candidates in consultation with the Director of HR, Deputy Director of HR and Management.
 - Oversees the recruitment of staff- including developing job descriptions and specifications.
 - Communicates regularly and contributes to core HR and shared services
 - Provides advice to management and stakeholders on matters affecting HR and overall employment services.
 - Provides monthly reports to the Director HR and client management team on all the above
 - Assists and manages the Human Resource budget for client group and contributes to the development of the establishment budget and workforce planning
 - Initiates and assists in completing formalities for:
 - Probation reports, annual increments for staff with satisfactory work performance, monitoring contract period and renewal of contract.
- Please refer to the job description for more information.**

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Master's Degree in HR Management, Administration or PGD level with five years of experience in Human Resource Management.

Skills essential to the position

- Have a minimum of 5 years of work experience in human resource management.
- Proven ability in undertaking human resource management and administration activities, particularly concerning operational HR, recruitment procedures, staff development and training, industrial relations and enterprise agreements; plus a sound knowledge of the Solomon Islands Labor Act, Health & Safety Act and the ratified ILO Laws.
- Sound knowledge of/or the ability to rapidly acquire a sound knowledge of, relevant legislation standards, policies and procedures appropriate to different human resource management practices, and their implications for human resource management.
- Proven ability to coach and develop staff to increase their job knowledge and optimize performance.
- Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures. **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: 3rd January 2025 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 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**