



Career Opportunity

Title	HR 119/2024 – Media & Marketing Officer
Faculty/Division	Marketing and Public Relations Office
Reports to	Senior Marketing and Promotions Officer
Location/Campus	Honiara, Kukum Campus

Summary of Duties

The Media and Marketing Officer will work closely with the Senior Marketing & Promotions Officer to enhance SINU's visibility and reputation among the general public. The role involves fostering a sense of belonging among stakeholders, including students, staff, and alumni while maintaining strong connections with former students through relevant publications and outreach efforts. Key responsibilities include writing and editing documentation for SINU's internal and external use, ensuring consistent and engaging communication. The officer will also be responsible for managing and promptly updating SINU's website and social media platforms to keep audiences informed and engaged.

Duties & Responsibilities

- Administrative Duties relating to all matters that the membership of a University entails, including duties related to School/Faculty/University-wide activities.
- General Responsibility to undertake all other duties as directed by the PRO.
- Contribute proactively to all elements of SINU's work; suggest improvements and new initiatives.
- Attend team meetings and SINU conferences.
- Provide 'handover' to other staff as required.
- Give occasional talks to interested groups.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Bachelor's degree in Marketing, Communications, Journalism, Media Studies, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and design tools like Adobe Creative Suite (e.g., Photoshop, Illustrator).
- Understanding of social media platforms like Facebook, Instagram, and LinkedIn.
- Basic understanding of website content management systems (CMS) and SEO principles.
- Strong organizational skills with the ability to multitask and meet deadlines.

Essential to the position

- At least 2 years of experience in media, marketing, communications, or a related field.
- Hands-on experience with social media management and content creation.
- Familiarity with digital marketing tools (e.g., email campaigns, analytics platforms).
- Exposure to public relations activities, including press release writing and liaising with media outlets.
- Experience in copywriting, editing, and managing publications.
- Basic knowledge of graphic design and multimedia production (e.g., videos, images, infographics).
- Experience in preparing and delivering radio announcements.
- Previous involvement in event coordination or promotional campaigns is a plus. **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: 14th 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