



JOB DESCRIPTION FOR SENIOR HUMAN RESOURCE OFFICER- EMPLOYMENT SERVICE

Title:	Senior Human Resource Officer – Employment Service
School/Division:	Human Resource Department
Reports to:	Deputy Human Resource/ Director Human Resource
Location/Campus:	SINU, Kukum Campus

1. 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.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Recruitment & Staffing

- 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.

2.2. Employee Relations & Engagement

- Communicates regularly and contributes to core HR and shared services
- Provides advice to management and stakeholders on matters affecting HR and overall employment services.

2.3. HR Administration & Reporting

- 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.



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2.4. Strategic Planning

- Assist in developing and recommending HRM strategies, policies and practices that improve employee commitment, competence, motivation and performance and that facilitate the achievement of the University's business objectives.
- Provides advice on pay and other remuneration issues, including promotion and benefits.

2.5. Team Leadership

- Mentor and guide junior HR staff.
- Manage HR projects and initiatives, ensuring timely and effective execution.
- Promote continuous improvement in HR processes and systems.
- Acts as a single point of the contract for the employees and managers in the business unit.

3. QUALIFICATIONS REQUIRED

3.1. Educational Background

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

3.2. Professional Experience

- 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.
- Well-written and oral communication and interpersonal skills, Ability to provide, and a strong commitment to, effective and timely client service.
- Demonstrated ability to meet deadlines.
- Demonstrated ability to deal with highly sensitive local and College requirements issues.



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- Demonstrated ability to work under minimum supervision.
- Have good office organizational management and administrative skills.
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets).

4. SKILLS AND ATTRIBUTES

- Demonstrated good leadership across the University.
- Has a commitment to high performance, and meeting University targets.
- Sound knowledge of the Human Resource sector and the ability to raise the profile of the Human Resource Department.
- Has the ability and commitment to work with the new team to build the new Human Resource Department for the University.

TERMS AND CONDITIONS

The position is for five [5] years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Senior Officers under the General Support Services Stream. The contract is renewable subject to good performance.