



Career Opportunity

Title	HR 20/2025 – Assistant Administration Officer
Faculty/Division	School of Tourism and Hospitality Management (STHM)
Category	Administration
Reports to	Head of Department/School and Dean of Faculty
Location/Campus	Honiara, Kukum Campus

Summary of Duties

The Assistant Administration Officer will provide administrative and operational support to the School of Tourism and Hospitality Management. The role involves coordinating daily office activities, managing records, assisting with student and staff inquiries, and supporting the delivery of academic and operational objectives.

Main Duties and Responsibilities

- Provide general administrative support to the School of Tourism and Hospitality Management.
- Manage student records, files, and correspondence efficiently.
- Assist in scheduling meetings, preparing agendas, and taking minutes.
- Support academic and administrative staff with day-to-day operational tasks.
- Handle inquiries from students, staff, and external stakeholders professionally.
- Assist in organizing school events, workshops, and meetings.
- Maintain office supplies and ensure the smooth operation of office equipment.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Diploma in Business Administration, Office Management, or a related field.

Professional Experience

- Previous experience in an administrative role is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Excellent organizational skills with a strong attention to detail.
- Strong verbal and written communication skills.
- Ability to multitask and work well under pressure.
- A proactive attitude and the ability to work both independently and as part of a team.

Desirable Attributes

- Experience in academic administration or similar roles.
- Knowledge of university systems and processes. **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: 10th February 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