



Career Opportunity

Title	HR 53/2025 – Administration Officer –SINU Student Association (SINUSA)
Faculty/Department	Campus Life and Welfare Department
Reports to	Campus Life and Welfare Manager
Location/Campus	SINU, Panatina Campus

Summary of Duties

The Administration Officer in the Campus Life and Welfare Department plays a critical role in supporting the overall administration and operations of campus programs focused on student well-being and community engagement, fulfilling its mission of providing a holistic and supportive educational environment.

Main Duties & Responsibilities

- Managing records, files, and correspondence efficiently, and assisting with scheduling meetings, preparing agendas, and taking minutes.
- Efficient Record Management: Ensuring all university records are accurately maintained and easily accessible.
- Acting as a point of contact for internal and external communications, responding to inquiries professionally.
- Timely Communication: Delivering clear and professional communication to internal and external stakeholders.
- Preparing reports, presentations, and other necessary documents.
- Operational Support: Providing logistical and administrative support for university events and activities.
- Monitoring office supplies and equipment, supporting onboarding processes, and ensuring compliance with organizational policies.
- Compliance and Reporting: Preparing reports and ensuring adherence to university policies and regulations.
- Assist with budget tracking and expense reporting.
- Maintain accurate records of office expenditures and invoices.
- Ensure adherence to organizational policies and procedures.
- Maintain confidentiality of sensitive information.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Bachelor of Management and Public Administration or a Diploma of Public Administration with prior work experience

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:

Outstanding record of work attendance; full commitment to upholding SINU code of conduct; hard-working; honest; gives reliable advice; proud to be a public officer/SINU officer.

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 Contact Safina Roger- Safina.Roger@sinu.edu.sb.

Closing Date: 9th May 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger- Safina.Roger@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**