



NATIONAL PARLIAMENT OF SOLOMON ISLANDS

P O Box G 19

Honiara

Telephone: 28520 and Fax: 24272

Applications are invited from suitably qualified and experienced persons for the following vacant positions at the National Parliament of Solomon Islands. Men and women from all provinces are encouraged to apply.

Vacancy No	Post Numbers	Post Title and Level	Required Qualifications and Experiences
1/2019	279-00002	Clerk to Parliament – SS4	Master or a bachelor degree with 10 years public service work experience, possessing academic qualification in one of the following areas; Public policy, Public admin, Business Admin, Law or politics.
1/2019	279-00243	Director Information Services – L12/13	Master's or Bachelor's Degree in Information Management or Public Administration with 5 or more years of work experience involving research, information analysis and report writing.
1/2019	279-00015	Director Committee Secretariat – L12/13	Master's or a Bachelor's degree in the areas of Management, Business Administration, Economics, Political Science or in any relevant discipline with 5 years or more work experience.
1/2019	279-00252	Chief Civic Officer - L10/11	Graduate with a Degree in Education or Administrative Management, minimum of 3 years and above work experience.
1/2019	279-00267	Committee Secretary – General – L10/11	A relevant Degree in Arts or Science, minimum of 3 years work experience involving research, information analysis and report writing.
1/2019	279-00009	Senior Admin Officer – 7/8	Relevant degree or diploma in Human Resources Management or a degree or diploma in admin management.

1/2019	279-00223	Office Gardener – 2.1	At least form 3 or 5 certificate or relevant customer service, beautification qualification with 2 years or more work experience.
1/2019	279-00189	Security – 2.1	Minimum qualification Form 6 Leaver with relevant certificate in security training with 3 years or more work experience
1/2019	279-00071	Orderly (Independent Office) – L2.1	Diploma in human resources management or admin management or secretarial with 2 year or more work experience

Important notes for interested candidates:

Closing date for Applications: 4th March 2019.

RS Form 6 and the RS Form 2 Job Description for each position are available and can be obtained from the National Parliament Office at Vavaya Ridge, other related information is accessible via the Parliament website:

www.parliament.gov.sb

Documents Required

1. RS Form 6 – Application for Employment- Solomon Islands Public Service, Cover Sheet.
2. Letter of Application.
3. Curriculum Vitae (CV).
4. Certified copies of your qualifications.
5. Two (2) Reference letter

You will need to post or hand deliver the **certified copies** of your qualifications, as these cannot be sent by email. Do **NOT** send originals.

Please Note: All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants.

Medical Report and Police Clearance

You do **NOT** have to provide copies of medical Report and Police Clearance when you apply, but if you are shortlisted, this will be discussed with you.

Queries: Any question or query about the application and its requirements or responsibilities and duties, Please contact telephone: 28520/21751 or Email: joycelyn.kilua@parliament.gov.sb or alice.tusipua@parliament.gov.sb

Send your application addressed to:

Clerk to Parliament
National Parliament of Solomon Islands
PO Box G 19
Honiara