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.

<table>
<thead>
<tr>
<th>Vacancy No</th>
<th>Post Numbers</th>
<th>Post Title and Level</th>
<th>Required Qualifications and Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2019</td>
<td>279-0003</td>
<td>Deputy Clerk to Parliament – SS2</td>
<td>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.</td>
</tr>
<tr>
<td>2/2019</td>
<td>279-00243</td>
<td>Director Parliamentary Information Services – L12/13 – Re-advertise</td>
<td>Master’s or Bachelor’s Degree in Information Management or Public Administration with 5 or more years work experience involving research, information analysis and report writing.</td>
</tr>
<tr>
<td>2/2019</td>
<td>279-00232</td>
<td>Human Resource Manager L12/13</td>
<td>Master of Business &amp; Public Admin Post graduate in Human Resource Management or Bachelor of Commerce Public Administration &amp; Management, 4 years work experience</td>
</tr>
<tr>
<td>2/2019</td>
<td>279-00058 279-00218</td>
<td>2 X Office Cleaner L 2.1</td>
<td>At least has form 3/5 certificate and relevant Qualification in relation to Customer service and Hospitality with 2 or more years of work experience.</td>
</tr>
</tbody>
</table>

Important notes for interested candidates:

Closing date for Applications: 28th June 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