



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
2/2022	279-00255	Director Parliamentary Media	L12/13	Degree in Journalism or Media / Communications and Management with 5 or more years of working experience in Journalism or Media / Communications and Management.
2/2022	279-00030	Principal Hansard Reporter	L8/9	Tertiary qualification (degree) in English, literature and language.
2/2022	279-00045	Executive Personal Secretary (Independent Office)	L8/9	Tertiary Qualification (degree or diploma) in Public Administration and Management with three or more years work experience in secretarial work.
2/2022	279-00009	Senior Admin Officer	L7/8	Tertiary Qualification (Degree or Diploma) in Business management or Public Administration and management, with 2 or more years of work experience.
2/2022	279-00234	Officer – In Charge	L4/5	Form 6 Certificate or relevant education attainment on security training with three or more years work experience.

Important notes for interested candidates:

Closing date for Applications: 26/09/2022

RS Form 6 (Cover Sheet) and the RS Form 2 (Job Description) for the positions 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. Recent Certified copies of your qualifications.
5. Two (2) Recent Reference letter

Email or hand deliver the application with **certified copies** of your qualifications. 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 query about the application and its requirements, Please contact **Alice Tusipua Baiabe or Rockson Hana** on telephone: 21751/28520 or Email: alice.tusipua@parliament.gov.sb or rockson.hana@parliament.gov.sb

Send your application addressed to:

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