



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	Level	Required Qualifications and Experiences
1/2023	279-00232	Human Resource Manager	L12/13	Tertiary qualification in Human Resource Management and/or Public Administration, with minimum of 5 years work experience.
1/2023	279-00243	Director Parliamentary Committee Secretariat	L12/13	Tertiary qualifications in a relevant discipline such as law, public administration, commerce, political science, governance, or public policy. With minimum of five years working experience
1/2023	279-00019	Committee Secretariat (BLC)	L10/11	Tertiary Qualification in Law, with minimum of 3 to 5 years work experience in any public office.
1/2023	279-00035	Principal Administration Officer (Opposition Office)	L8/9	Degree in Human Resource Management or Public Administration or Bachelor Commerce, with minimum of three years' work experience.
1/2023	279-00045	Executive Personal Secretary (Independent Office)	L8/9	Tertiary Qualification (Degree or Diploma) in Public Administration and Management or Secretarial Certificates, with three years' work experience.
1/2023	279-00013	Gardener Supervisor	L3/4	Form 6 Certificate or Certificate in any recognized beautification training/organization or Vocational school with minimum of 3 years work experience.
1/2023	279-00056	Cleaner	L2/3	Form 5/6 or any recognized certificate in APTC/SINU or any recognized training in Hospitality with minimum of 2 years working experience.

1/2023	279-00231	Gardener	L2/3	Form 3 Certificate or Certificate in any recognized beautification training/organization, with minimum of 2 years work experience.
	279-00260 279-00205 279-00056	Security Officer x 3	L2/3	Form 5/6 leaver or certificate in security training, with three and above years of work experience.

Important notes for interested candidates:

Closing date for Applications: 26/05/2023

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. Recent Certified copies of your qualifications.
5. Two (2) Recent Reference letter

You will need to 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 question or query regarding the application and its requirements or responsibilities and duties, 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