



NATIONAL PARLIAMENT OF SOLOMON ISLANDS
P O Box G 19
Honiara
Telephone: 23463 and Fax: 24272

Applications are invited from suitably qualified and experienced persons for the following vacant positions in the National Parliament of Solomon Islands.

| Post #s | Level | Post Title and Level | Division |
|----------------|--------------|------------------------------|------------------------------------|
| 279-00036 | L8/9 | Executive Personal Secretary | Office of the Leader of Opposition |
| 279-00064 | L2 | Driver | Office of the Leader of Opposition |
| 279-00043 | L8/9 | Principal Admin Officer | Office of the Independent Group |
| 279-00008 | L6/7 | Personal Secretary | National Parliament Office |
| 279-00009 | L7/8 | Senior Admin Officer | National Parliament Office |
| 279-00033 | L7/8 | Senior Librarian Officer | National Parliament Office |

Important notes for interested candidates:

Closing date for Applications: COB Tuesday 10 February 2015

PS Form 1 and the *Job Description* for each position are available and can be obtained from the National Parliament at Vavaya Ridge and related information is accessible via the Parliament website: www.parliament.gov.sb

Documents Required

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

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: 28520/23463 or Fax: 24272 or Email: ian.rakafia@parliament.gov.sb or joycelyn.kilua@parliament.gov.sb

Send your application addressed to:

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