



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 |
|-------------------|---------------------|---|---|
| 2/2020 | 279-00264 | Chief Parliamentary Librarian – L10/11 | Degree in Library and/or information management or Diploma in Library and/or information management with 3 or more years of experience in Library management. |
| 2/2020 | 279-00017 | Committee Secretary – L10/11 | A relevant Degree in Law, minimum of 3 years work experience involving research, information analysis and report writing. Experience in data collection, analyzing and interpretation of information and presentation of evidence collected in report form. |
| 2/2020 | 279-00035 | Principal Administration Officer - Opposition Office – L8/9 – <i>Re-Advertise.</i> | Degree in Human Resource Management or Public Administration with 3 years and above work experience. |
| 2/2020 | 279-00256 | Principal Civic Officer – L8/9 – <i>Re-Advertise.</i> | Bachelor degree in Education or Relevant teaching experience will be preferable and a minimum 2 or 3 years and above experience. |
| 2/2020 | 279-00030 | Principal Hansard Reporter – L8/9 | Graduate with Bachelor of Arts degree in Linguistics, Education or linguistics with a minimum 2 years and above experience. |
| 2/2020 | 279-00025 | Assistant Accountant - L5/6 <i>Re-advertise.</i> | Diploma in Finance, 1 to 2 years work experience in procurement and banking. |
| 2/2020 | 279-00237 | Assistant Clerical Officer – L4/5 | Diploma in Secretarial studies and Administration with 4 years working experience in Government Registry. |

Important notes for interested candidates:

Closing date for Applications: 19th Oct 2020.

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) Recent 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 Alice or Rockson on telephone: 21751/28520 or Email: alice.tusipua@parliament.gov.sb or rockson.hana@parliament.gov.sb

Send your application addressed to:

(Vacancy Title)
Clerk to Parliament
National Parliament of Solomon Islands
PO Box G 19
Honiara