



**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. Men and women from all provinces are encouraged to apply.

<b>Post #s</b>	<b>Post Title and Level</b>	<b>Required Qualifications and Experiences</b>
279-00237	Receptionist and Registry Assistant L4/5	Minimum qualification, Diploma in Secretarial Studies with four years work experience
279-00270	Principal Procedures Officer L8/9	Minimum qualification, Bachelor Degree in Law Or Bachelor Degree in Management and Public Administration with two or more years work experience
279-00271	ICT Helpdesk Officer L6/7	Minimum qualification, Bachelor in Computer Science and/or Information Systems or ICT work experience

**Important notes for interested candidates:**

**Closing date for Applications: COB Friday 31st March 2016**

RS Form 6 and the RS Form 2 *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](http://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.

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 Fax: 24272 or Email: [ian.rakafia@parliament.gov.sb](mailto:ian.rakafia@parliament.gov.sb) , [joycelyn.kilua@parliament.gov.sb](mailto:joycelyn.kilua@parliament.gov.sb) or [margaret.ruqebatu@parliament.gov.sb](mailto:margaret.ruqebatu@parliament.gov.sb)

Send your application addressed to:

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