



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
1/2020	279-00035 279-00253	Principal Administration <ul style="list-style-type: none">• Opposition Office – L8/9• National Parliament Office – L8/9	Degree in Human Resource Management or Public Administration with 3 and above work experience
1/2020	279-00256	Principal Civic Officer – L8/9	Graduate with a Degree in Education or Administrative Management, minimum of 3 years and above work experience.
1/2020	279-00009	Senior Admin Officer – Committee- L 7/8	Relevant Degree or Diploma in Public Admin & Management with 3 years or more working experience and relevant experience in Secretarial job.
1/2020	279-00071	Orderly (Independent Office) – L2.1- Re-advertise	Diploma in secretarial and admin management with 2 year or more work experience
1/2020	279-00072	Library Aid – L 2.1	Form 6 certificate and relevant experience on the role. Certificates on secretarial Studies
1/2020	279-00058 279-00218	Cleaner – L2.1	Form 5 certificate with 2 years or more work Experience in hospitality and customer service
1/2020	279-00074 279-00066 279-00260	Security – L2.1	Form 5 Leaver with 2 to 3 years work experience in relevant field.

Important notes for interested candidates:

Closing date for Applications: 16th March 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) 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 Joycelyn or Alice on telephone: 28520/21751 or Email: joycelyn.kilua@parliament.gov.sb or alice.tusipua@parliament.gov.sb

Send your application addressed to:

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