



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
1/2024	279-00002	Clerk to National Parliament	SS4	Master or Bachelor in Public Policy, Public Admin, Business Admin, law or Politics with 10 years' work Experience.
1/2024	279-00243	Director Committee (Re-advertise)	L12/13	Tertiary Qualification in Public Admin, Public Policy, Political Science or Governance with 5 years' work Experience
1/2024	279-00239	Director Hansard (Re-Advertise)	L12/13	Tertiary qualification in Arts or Management with 5 years' work experience.
1/2024	279-00255	Director Media (Re-Advertise)	L12/13	Tertiary qualification in Journalism with 5 years' work experience.
1/2023	279-00232	Human Resource Manager (Re-Advertise)	L12/13	A tertiary qualification in Human Resource Management/Public Administration and Management with Minimum of 5 years' working experience
1/2024	279-00264	Chief Librarian	L10/11	Tertiary qualification in Library or Information Services with minimum of 3 years' work experience.
1/2024	279-00243	Chief Research	L10/11	Tertiary qualification in law, political Science or Public Policy with 3 to 5 years' work experience.
1/2024	279-00026 279-00028	Principal Hansard Officer	L8/9	Bachelor Degree in Arts (English literature & Language expertise) with 3 years' work experience.
1/2024	279-00233	Security Officer In-Charge	L4/5	Form 6 certificate or relevant certificate attainment on security training with minimum of 3 years work experience.
1/2024	279-00220	Receptionist	L3/4	Diploma Certificate in management or Secretary with 2 years' work experience.
1/2024	279-00125	Gardener	L2/3	Form 3 Certificate or any recognize Certificate in Beautification training/with 2 years' work experience.

1/2024	279-00216	Cleaner	L2/3	Form 3/5 or any recognized certificate in Hospitality, Catering with Minimum of 2 years working experience.
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Important notes for interested candidates:

Closing date for Applications: 21/02/2024

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 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:

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