



# VACANCY NOTICE

## MINISTRY DETAILS

MINISTRY: **Ministry of Education & Human Resource Development** DIVISION : **Accounts**

POSTAL ADDRESS: **P. O. Box G28, Honiara**

PHONE NUMBER: **28804**

FAX NUMBER: **22042**

Applications are invited from suitably qualified and experienced persons for the Position within the *Ministry of Education*.  
New graduates are encouraged to apply.

| Vacancy Ref No: | Type of Employment | Position Title       | Location | Level | Required Qualifications  |
|-----------------|--------------------|----------------------|----------|-------|--|
| 09/2019         | Contract           | Assistant Accountant | Honiara  | 5     | Diploma in Finance or equivalent   |
| 10/2019         | Contract           | Principal Accountant | Honiara  | 8     | Bachelor's Degree in finance, business studies or other relevant qualification and/or diploma in accounting and business finance |

### Important note for interested candidates

**Closing date for Applications: COB: 22<sup>nd</sup> August 2019**

A copy of the TOR can be obtained from the **Workforce Management Division** at **Level 3, Tongs Building** or on request by emailing [JToata@mehrd.gov.sb](mailto:JToata@mehrd.gov.sb)

#### Documents Required

1. Application letter
2. Curriculum Vitae (CV)
3. Certified copies of your qualifications

You can hand deliver or email your **certified copies** of your qualifications and other documents to **Jackson Toata**.  
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 or policy clearance when you apply.

#### Queries

For all queries about the application process or the position/s please contact:

Name: **Jackson Toata**

Email: [JToata@mehrd.gov.sb](mailto:JToata@mehrd.gov.sb)

Send your application and addressed to:

**Permanent Secretary**

**Ministry of Education & Human Resource Development, P.O.Box G28, Honiara**

