



**RS FORM 5: ADVERTISING FORMAT  
(1/2 PAGE NEWSPAPER)  
Vacancy Notice 01/2019**

**MINISTRY DETAILS**

MINISTRY/AGENCY/OFFICE: MCA	DIVISION (if applicable):
POSTAL ADDRESS: P. O Box 1850, Honiara	
PHONE NUMBER: 36720	FAX NUMBER: 36108

Applications are invited from suitably qualified and experienced persons for the following vacant positions in the Ministry of Communication and Aviation. Men and women from all provinces are encouraged to apply.

Vacancy Ref No:	Position No:	Position Title	Level	Location	Required Qualifications
01/2019	289-00111	Logistic Officer	4/5	Honiara	Certificate or Diploma in Business Administration with relevant job experience and valid driver's licence. Female are encouraged to apply
02/2019	289-00013	Chief Communication Officer	10/11	Honiara	Bachelor in Information System or computing Science with at least 3-5years experience
03/2019	289-00165	Driver (Support Services)	2	Honiara	Minimum form 3 certificate and above with valid driving licence, good traffic record and some basic knowledge in vehicle maintenance
04/2019	289-00121	Driver (Operation Branch)	2	Honiara	
05/2019	289-00126	Terminal Cleaner	2	Munda	Form 3 with at least some work experience in office cleaning. Male and Female in Munda are encouraged to apply
06/2019	289-00123	Airport Field Worker	2	Honiara	Minimum form 3 certificate with valid driving licence, good traffic record and some basic knowledge in Tractor maintenance
07/2019	289-00209	Records Management Officer	5/6	Honiara	Certificate or Diploma in Business Administration with relevant job experience in records management
08/2019	289-00018	Personal Licensing Officer	10/11	Honiara	Minimum Qualification – Holds a Diploma in Aviation Management
09/2019	289-00162	Aviation Security facilitator	11/12	Honiara	Bachelor's degree in aviation management and with at least five (5) years of work experience in any aviation security agency.
10/2019	289-00202	Air Navigation Technical Service	11/12	Honiara	Bachelor's Degree in Aviation Management with at least five (5) years of work experience in Air Traffic Services provider
11/2019	289-00162	Office Cleaner/CAASI	2	Honiara	Form 3 with at least some work experience in office cleaning
12/2019	289-00098	Assistant Mechanical I	6/7	Honiara	Certificate or diploma (but not necessary) in Automotive Mechanical( light & heavy) with at least 5 years' with relevant experience

**Important note for interested candidates**

**Closing date for Applications: 20<sup>th</sup> September 2019**

A copy of the Application for Employment Cover Sheet Forms (RS Form 6), Job Description (RS Form 2) and Information Packs for each position are available and can be obtained from the Ministry of Communication &

You will need to post or hand deliver the **certified copies** of your qualifications, as these cannot be send by email. Do

**Queries**

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

<p>Aviation at Honiara</p> <p><b><u>Documents Required</u></b></p> <ol style="list-style-type: none"> <li>1. RS Form 6 – Application for Employment Solomon Islands Government Cover Sheet</li> <li>2. Letter of Application</li> <li>3. Curriculum Vitae (CV</li> <li>4. Certified copies of your qualifications</li> </ol>	<p><b>NOT</b> send originals.</p> <p><b>Please note:</b> All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants</p> <p><b><u>Medical Report and Police Clearance</u></b></p> <p>You do NOT have to provide copies of medical report or policy clearance when you apply, but if you are shortlisted this will be discussed with you.</p>	<p>Name: Ms Dorothy Kiko or Ilyn Bata</p> <p>Phone: 25888                      Fax: 36108</p> <p>Email: <a href="mailto:dkiko@moh.gov.sb">dkiko@moh.gov.sb</a> or <a href="mailto:ibata@mca.gov.sb">ibata@mca.gov.sb</a></p> <p>Can also be access through our website link: <a href="http://www.mca.gov.sb">www.mca.gov.sb</a></p> <p>Send your applications addressed to:</p> <p>Permanent Secretary Ministry of Communication and Aviation P.O Box 1850, Honiara</p>
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