

**MINISTRY OF COMMUNICATION AND AVIATION**

P.O.BOX 1850, HONIARA, SOLOMON ISLANDS

Phone No. 36720/36721, Fax: 36108

Email: OSika@mca.gov.sb or AManele@mca.gov.sb

Applications are invited from suitably qualified and experienced persons for the vacant position in the **Ministry of Communication and Aviation**. Potential candidates both male and female are encouraged to apply.

Vacancy Ref No:	Position No:	Position Title	Level	Location	Qualification/Experiences
MCA 01/2021	289-00103	Airport Engineer	L12/13	APM, CAD, Honiara	<i>Degree in Civil Engineering or equivalent experiences in Airport Management; Excellent technical interpretation skills with knowledge of AutoCAD software. More than 7 years practicing in civil works and constructions; Leadership qualities in administration and management of the operations and its technical aspects</i>
MCA 02/2021	289-00211	Assistant Computer Surveillance Officer	L5/6	Communication Policy Division, Honiara	<i>At least completed form 7 or foundation from any recognized tertiary institution; At least Completed Certificate in basic computing skills; Strong Communicating skills (Oral and Writing) Good in report writing and maintains high Ethics and Integrity</i>
MCA 03/2021	289-00212	Assistant Computer Surveillance Officer	L5/6	Communication Policy Division, Honiara	
MCA 04/2021	289-00213	Assistant Computer Surveillance Officer	L5/6	Communication Policy Division, Honiara	
MCA 05/2021	289-00214	Assistant Computer Surveillance Officer	L5/6	Communication Policy Division, Honiara	
Important note for interested candidates			Closing date for Applications: COB: 15/10/2021		

A copy of the Application for Employment Cover Sheet Forms (RS Form 6), Job Description (RS Form 2) and Information Pack for the position is available and can be obtained from the **Ministry of Communication and Aviation, Honiara International Terminal, Henderson, Honiara.**

Documents Required

1. RS Form 6 – Application for Employment Solomon Islands Government 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 to the MCA, or arrange with the Ministry to send e-copies. 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, but if you are shortlisted this will be discussed with you.

Queries:

For all queries about the application process or the position/s please contact: Obed Sika (HRM) or Alfred Manele (CAO).

Phone: 36720 or 36721

Email: OSika@mca.gov.sb or

AManele@mca.gov.sb

All applications must be forwarded in a sealed envelope clearly stating the Vacancy Number and Post Title, addressed to the:

Permanent Secretary

Ministry of Communication and Aviation

PO Box 1850

Honiara

Solomon Islands

Attention: Human Resource Manager (HRM)