



Ministry of Communication & Aviation
P.O. Box 1850 Honiara International Airport, Phone: 36720/ 25888

MINISTRY DETAILS

MINISTRY: **Ministry of Communication & Aviation**

AGENCY : **Civil Aviation Authority(SI)**

POSTAL ADDRESS: **P.O. BOX 1850, Honiara, Solomon Islands**

VACANCY NOTICE NUMBER: **MCA01/2022**

PHONE NUMBER: **25888/36720**

Applications are invited from suitably qualified and experienced persons for the vacant positions in the Ministry of Communication and Aviation. Men and women from all provinces are encouraged to apply on closed merit process with the technical aspect of the job requirements in the Ministry of Communication and Aviation.

Vacancy Ref No:	Position No:	Position Title	Level	Location	Required Qualifications
MCA01/22	289-00052	Airport Coordinator	L12/13	Civil Aviation Authority(SI), Honiara, International Airport	Bachelor Degree in Aviation Management or related qualification with Bachelor Airport Engineering is preferred with at least 5 years working experience in the field

Important note for interested candidates

Closing date for Applications: COB (19/9/2022)

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 and Aviation Head Office** at **Honiara International Airport** or email: amanele@mca.gov.sb

Also check Ministry of Communication and Aviation website and Civil Aviation Authority (CAASI) website for all the related information. **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 hand deliver the **certified copies** of your qualifications, or they can be send 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 or police clearance when you apply, but if you are shortlisted this will be discussed with you through phone/email.

Queries

For all queries about the application process or the position/s please contact:
 Name: **Mr. Alfred Manele Human Resources Manager Sup(MCA)**

Phone: **25888/36720** Email: amanele@mca.gov.sb Send your applications addressed to:

Permanent Secretary Ministry of Communication and Aviation with indication of the vacancy Ref number/post Number.