

**MINISTRY OF FINANCE & TREASURY**

**P.O.BOX 26**

**HONIARA**

**TEL:** (677) 28791

**VACANCY**

**Closing Date for Applications 10th August 2012**

Applications are invited from suitably qualified and experienced people for the following vacant posts.
Women and Men from all provinces are encouraged to apply.

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| **No** | **VACANCY NUMBER**  | **POST TITLE** | **DIVISION** | **LEVEL/GRADE** |
| 1 | 273-00061 | Director  | DMU | SS1 |
| 2 | 273-00127 | Accountant Assistant | Treasury/Imprest  | 5/6 |
| 3 | 273-00130 | Accountant Assistant  | Treasury/Imprest | 4/5 |
| 4 | 273-00153 | Accounts Clerk  | Treasury/Imprest | 3/4 |
| 5 | 273-00118 | Assistant Accountant  | Treasury/Payroll | 5/6 |

**THE DOCUMENTS THAT ARE REQUIRED**

**Documents 1:** PS Form 1

**Document 2:** Letter of Application.

**Document 3**: Curriculum Vitae (CV).

**Document 4**: Certified copies of your qualifications.

**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.**

For detailed job description(s) and vacancy packages/information, contact:
**Joy Tealiklava (HR Officer for MOFT) Telephone: 28791 or Email: jtealiklava@mof.gov.sb**

**Options for submitting your applications:**

|  |  |
| --- | --- |
| **(a) By mail – one (1) copy to** Address: Permanent Secretary Ministry of Finance & Treasury P.O.BOX 26 HONIARA**NOTE:** Address must include the **Vacancy Number and the Post Title**  | **(b) Or Hand delivered (1 copy) to:** Address: Permanent Secretary Ministry of Finance & Treasury P.O.BOX 26 HONIARA**NOTE:** Address must include the **Vacancy Number and the Post Title**  |
| **c) Or by email to address: jtealiklava@mof.gov.sb**The email should include the four (4) documents that are mentioned above. **Please note**: If you email your application, you will still have to **post or deliver by hand certified copies of your qualifications.** |