



MINISTRY OF FINANCE & TREASURY
P.O.BOX 26
HONIARA
TEL: (677) 28791

INTERNAL VACANCY NOTICE

Closing Date for Applications **10th August 2012, by 4:30pm**

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

No	VACANCY NUMBER	POST TITLE	DIVISION	LEVEL/GRADE
1	273-00061	Director	DMU	SS1
2	273-00051	Director	Budget	SS1
3	273-00127	Accountant Assistant	Treasury/Imprest	5/6
4	273-00130	Accountant Assistant	Treasury/Imprest	4/5
5	273-00153	Accounts Clerk	Treasury/Payments	3/4
6	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.	