



VACANCY NOTICE

MINISTRY OF FOREIGN AFFAIRS & EXTERNAL TRADE

POSTAL ADDRESS: PO Box G10

PHONE NUMBER: 21250 FAX NUMBER: 20351

Applications are invited from suitably qualified and experienced persons for the following vacant positions in the **Ministry of Foreign Affairs & External Trade**. Men and women from all provinces are encouraged to apply.

Vacancy Ref No:	Position No:	Position Title	Level	Location	Required Qualifications
MFAET/01/2023	274-00049	Director of Trade	12.1	Honiara	Bachelor's Degree or higher in International Public Relations/diplomacy, population, migration, economics or Social Sciences from a recognised institution.
MFAET/02/2023	274-00084	Senior Trade Officer	7.1	Honiara	Bachelor's Degree in International Public Relations/diplomacy, population, migration, economics or Social Sciences from a recognised institution.
MFAET 03/2023	274-00030	Senior Protocol Officer (Re-advertised)	7.1	Honiara	Bachelor's Degree in the fields of International Relations, Politics/Management, Social Science or other related areas from a recognized institution
MFAET 04/2023	274-00008	Senior Administration Officer (Re-advertised)	7.1	Honiara	Bachelor's Degree or higher in management, Human Resource Management or Public Administration with 2-3 years of relevant work experience.
MFAET 05/2023	274-00110	Desk Officer – Political Desk (UN)	6/7	Honiara	Bachelor's Degree in Diplomacy and International Relations, History/Politics.
MFAET 06/2023	274-00061	Desk Officer – Political Desk (PAC)	6/7	Honiara	Bachelor's Degree in Diplomacy and International Relations, History/Politics.

Important note for interested candidates

Information Packs for each position can be obtained by emailing the following persons:

Name: Gladys Asitewa Gladys.Asitewa@mfaet.gov.sb

Name: Pauline Kana Pauline.Kana@mfaet.gov.sb

Documents Required

1. RS Form 6 – Application for Employment Solomon Islands Government Cover Sheet
2. Letter of Application

Closing date for Applications: Tuesday 9th May 2023 at 4 p.m.

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

COVID 19 Vaccination Record Card

You **MUST** provide a Covid 19 Vaccination Record Card

Queries

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

Name: Gladys Asitewa Gladys.Asitewa@mfaet.gov.sb

Name: Pauline Kana Pauline.Kana@mfaet.gov.sb

Phone: 21250 Fax: 20351 Send your applications addressed to:

Permanent Secretary
Ministry of Foreign Affairs & External Trade

3. Curriculum Vitae (CV) 4. Certified copies of your qualifications and transcripts	showing fully vaccinated status.	P O Box G10 , Honiara <u>Attention:</u> Human Resources Manager
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