



VACANCY NOTICE 2023

MINISTRY OF WOMEN, YOUTH, CHILDREN AND FAMILY AFFAIRS

Applications are invited from suitably qualified and experienced persons for the following vacant positions. Men and women from all provinces are encouraged to apply.

Vacancy Ref No:	Position No:	Position Title	Level	Location	Required Qualifications
MWYCFA/HQAdmin-01/2023	297-00056	Chief Administration Officer	10/11	Honiara	Bachelor Degree in Public Administration, Human Resource Management, Management, and/or Industrial Relations with at least five years' work experiences
MWYCFA/WDD-01/2023	297-00010	GEWA Policy Coordinator	10/11	Honiara	Bachelor Degree in Gender Studies, Sociology, Development Studies, Public Policy or related field with at least five years' work experiences.
MWYCFA/WDD-02/2023	297-00051	Women Peace & Security Coordinator	10/11	Honiara	Bachelor Degree in Gender Studies, Sociology, Development Studies, Public Policy or related field with at least five years' work experiences.
MWYCFA/WDD-03/2023	297-00013	Provincial Women Development Officer	7/8	Honiara	Bachelor Degree in Community Development Studies or related fields with at least three years' work experiences.
MWYCFA/WDD-04/2023	297-00014	Provincial Women Development Officer	7/8	Honiara	Bachelor Degree in Community Development Studies or related fields with at least three years' work experiences
MWYCFA/WDD-05/2023	297-00015	Provincial Women Development Officer	7/8	Honiara	Bachelor Degree in Community Development Studies or related fields with at least three years' work experiences
MWYCFA/YDD-01/2023	297-00048	National Youth Programme Officer	10/11	Honiara	Bachelor Degree in Youth Work, Social Work and/or related fields with at least three years' work experiences.
MWYCFA/YDD-02/2023	297-00044	Provincial Youth Coordinators	7/8	Honiara	Bachelor Degree in Youth Work, Social Work and/or related fields with at least three years' work experiences.
MWYCFA/CDD-01/2023	297-00046	Deputy Director & NAACC Coordinator	10/11	Honiara	Bachelor Degree in Sociology, Social Work and/or other related field at least five year's work experiences

MWYCFA/CDD-02/2023	297-00028	Provincial Child Desk Officer	7/8	Honiara	Bachelor Degree of Social Development, Sociology, Social Work and/or related field with at least five years' work experiences.
MWYCFA/CDD-03/2023	297-00042	Provincial Child Desk Officer	7/8	Honiara	Bachelor Degree of Social Development, Sociology, Social Work and/or related field with at least five years' work experiences.
MWYCFA/RPPID-01/2023	297-00032	Research, Policy and Planning	8/9	Honiara	Degree in Social Policy, Social Work, Sociology or related research, policy and/or planning qualification.
Important note for interested candidates			Closing date for Applications: 16th October 2023, time: 4:35pm		
<p>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 (MWYCFA office) at (level 3 (floor 4), Anthony Saru Building or e-copy can be send to you upon request.</p> <p><u>Documents Required</u></p> <ol style="list-style-type: none"> 1. RS Form 6 – Application for Employment Solomon Islands Government Cover Sheet, 2. Letter of Application – addressing selection criteria in the job description, 3. Curriculum Vitae (CV), 4. Certified copies of your qualifications/transcripts (certified in years 2022 or 2023 but no photocopy of certified copies), 5. Two reference letters issued in years (2021, 2022 and/or 2023), and 6. Copy of COVID vaccination card (certified copy) 			<p>You will need to post or hand deliver the certified copies of your qualifications, as these cannot be send by email. Do NOT send originals.</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants 2. Only shortlisted candidates will be notified. 3. <u>Medical Report and Police Clearance:</u> 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. 		
			<p><u>Queries</u></p> <p>For all queries about the application process or the positions please contact:</p> <p>Name: Richard Rehomae, HRM, MWYCFA E-mail address: RRehomae@mwycfa.gov.sb OR Name: Freda Filei, SAO, MWYCFA E-mail address: FFilei@mwycfa.gov.sb</p> <p>Phone: 23544/23548 Fax: 23534</p> <p><u>Send your applications addressed to:</u></p> <p>Permanent Secretary Ministry of Women, Youth, Children and Family Affairs P.O. BOX G39 Honiara</p>		