



SOLOMON ISLANDS ELECTORAL COMMISSION

Vavaya Ridge
PO Box 1500
Honiara, SOLOMON ISLANDS



Phone (677) – 21198/21199

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VACANCY NOTICE

Applications are invited from suitably qualified and experienced persons for the following vacant positions in the *Solomon Islands Electoral Commission*. Men and women from all provinces are encouraged to apply.

Vacancy Ref No:	Position No:	Position Title	Level	Location	Required Qualifications
SIEC 03/25	268-00010	Assistant Administration Officer	L5/6	Hon [Corporate Service Unit]	<ul style="list-style-type: none"> Form 6 or Form 7 Certificate with at least 2 years of work experience in a relevant administrative or office support role in the public or private sector.
SIEC 04/25	268-00022	Principal Administration Officer (Re-advertise)	L9/10	Hon [Corporate Service Unit]	<ul style="list-style-type: none"> A Bachelor's Degree in Public Administration, Management, Human Resources, Business Administration, or a related discipline from a recognized tertiary institution. At least 3-5 years of relevant experience in a senior administrative, human resources, or corporate support role within the public or private sector.
SIEC 05/25	268-00024	Principal IT & Data Officer (Re-advertise)	L9/10	Hon [Operation Unit]	<ul style="list-style-type: none"> Bachelor's Degree in Information Technology, Computer Science, Information Systems, Data Science, or a closely related field from a recognized tertiary institution At least 3-5 years of relevant work experience in ICT, data systems management, or a related technical area, with progressive responsibility.
Important note for interested candidates			Closing date for Applications: 4.30 pm on the 3 rd October 2025		

<p>A copy of the Application for Employment Cover Sheet Forms (RS Form 6), Job Description (RS Form 2), Information Sheet 1 and Information Packs for each position are available and can be obtained from the <i>Solomon Islands Electoral Office, Vavaya Ridge, Honiara</i></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. Information Sheet 1 – Application Letter Solomon Islands Government Cover Sheet. 3. Information Sheet 3 - Curriculum Vitae (CV) 4. Certified copies of your qualifications and transcripts. 5. Two (2) Written References- from persons other than family. 	<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: All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants</p> <p><u>Medical Report and Police Clearance</u></p> <p>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.</p> <p>Note: Only shortlisted candidates will be contacted.</p>	<p><u>Queries</u></p> <p>For queries relations to application process or the position/s please contact:</p> <p>1. Dominic Meleha Lonamana or Jacqueline Sutahi Wate or Francis Iro Phone: 21198/21199 or Email: dmeleha@siec.gov.sb JWate@siec.gov.sb Firo@siec.gov.sb</p> <p>Send your applications addressed to:</p> <p><i>Chief Electoral Officer Solomon Islands Electoral Commission PO Box 1500 Vavaya Ridge, Honiara Solomon Islands</i></p> <p><i>All envelopes to be marked with:</i> Attention: Corporate Service Manager and state post Title & Position Number</p>
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The Solomon Islands Electoral Commission is committed to providing equal opportunities for all individuals regardless of gender, race, ethnicity, special needs, or background, and encourages all who meet the minimum document requirements to apply.