



Solomon Islands National Provident Fund Board

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The Solomon Islands National Provident Fund (SINPF) was established by the SINPF Act 1973 and commenced operational in 1976. SINPF is a compulsory saving scheme making it the only National Superfund in Solomon Islands.

SINPF R&S Form 5

Advertisement Template

The SINPF Board invites application from competent qualified and experienced candidates to fill the following positions which are currently vacant within the SINPF Board Head Office.

Part 1: Vacant Position Detail

Vacancy Reference No. 01/2018 & 19

Position Title:	Employee Position No.	Level	Department	Required Qualification/Experience
Senior Corporate Service Officer	702	6	Human Resource & Corporate Service	Bachelor Degree with a Human Resource, Corporate Service, Business Management, Economics or other related qualification.
Employers Account Officer	704	4	Employers & Members Services	Diploma in Business Finance/Administration. Minimum of 3 Years Experience
Pledge Officer	705	4	Employers & Members Services	Diploma in Business Finance/Administration. Minimum of 3 Years Experience
Office Cleaner	706	1	Human Resource & Corporate Service	Form 3 Certificate. Minimum of 3-5 years of work experience in Cleaning Services Role.
Assistant Archives Officer	708	3	Human Resource & Corporate Service	Diploma in Business Finance/Administration. Minimum of 5 Years Experience in Archives/Library or other related qualification.

Part 2: Position Requirements

Required Documents	<input type="checkbox"/> Cover Letter <input type="checkbox"/> Certified Qualifications <input type="checkbox"/> Updated CV <input type="checkbox"/> Reference Letter (Recent - At Least 2) <input type="checkbox"/> Other	Applications Addressed to: <i>(All Applications submitted to be enclosed in a sealed envelope)</i>	General Manager SINPF Board P O Box 619, Hon, Sl. Vacancy Ref No: 021/2018 Attention: Employee Position No. (Example: 00706 - Office Cleaner)
Key Dates/Time	Closing Date: 17/08/18 Closing Time: 4.30pm	Enquiries (For Job Details & other information)	Contact Person: Ronald Karovo Tel: 21659 Ext. 201 Email: rkarovo@sinpf.org.sb

Part 3: Key Notes to Interested Candidates;

“The SINPF Board promotes equal employment opportunity; women and men from all provinces are encouraged to apply”.

- a) All documents when submitted as part of the application will be treated with high confidentiality and will become property of the SINPF Board.
- b) Medical and Police Report will be only required on the successful candidate.
- c) Please provide references which are current or at least from the past 2 years.
- d) All applications must be submitted with clear statement of the Vacancy Reference Number and Employee Position Number and addressed to the General Manager SINPF Board.