

## **MISE VACANCY FOR PROJECT FINANCE AND ADMINISTRATIVE OFFICER**

Applications are now invited from suitably qualified persons to fill one vacant position of Project Finance and Administrative Officer for Promoting Outer Island Development through the Integrated Energy Roadmap (POIDIER) project. Interested applicants must meet the following Criteria

- Possess a university degree in accounting and have at least 3 years of work experience in account or Diploma in accounting with at least 7 years of work experience in development project account
- Must have a strong skill in written and oral communication in both English and Kiribati language
- Proficient in both written and spoken English
- Must have a good skill with Microsoft office, including Word, Excel and Power Point
- Age should be between 30-55 years
- Providing the most recent CV, supported with relevant documentations.
- Recent Police clearance, not older than 2 months from 15<sup>th</sup> July 2022.
- Recent Medical Report, not older than 2 months from 15<sup>th</sup> July 2022.

Interested applicants must submit their applications in sealed envelope to Secretary, Ministry of Infrastructure and Sustainable Energy. Registration will be opened on the 4<sup>th</sup> July and to be closed on 15<sup>th</sup> July 2022.

Details of the post can be obtained from MISE during working hours. Further information, please call MISE on 75126192 or email: [hro@mise.gov.ki](mailto:hro@mise.gov.ki) or [roman.korimara@mise.gov.ki](mailto:roman.korimara@mise.gov.ki)