



VACANCY NOTICE: 04/2009

Department: Human Resource & Corporate Service Department
Positions: Security Officer

The Central Bank of Solomon Islands is looking for a suitably qualified and experienced person to fill the position of **Security Officer** in the Bank. The Officer will serve in the Human Resource & Corporate Services Department, and will report to the Senior Security Officer.

Duties:

1. Assist the Senior Security Officer in maintaining control over the security systems of the Central Bank Building.
2. Recommend to the Senior Security Officer on improvement and up-grading of security systems of the Bank.
3. Arrange regular testing of all security facilities and equipment in the building and attend to fault reports.
4. Operate the security cameras and man the security control room.
5. Ensure all doors, cupboards, equipment and all security properties are checked after hours each day .
6. Attend to any emergency calls after hours.
7. Inform Management on any security threats to the Bank.
8. Monitor staff access in and out of CBSI office.
9. Any other duties that maybe assigned by the Senior Security Officer and Manager responsible.

Education/Qualifications & Skill Requirements:

The applicant should have:

- A technical certificate or diploma from any recognized tertiary institution and/or Vocational Training Institute.
- Some years of Security experience in a reputable organization.
- Some electrical and electronic skills is an advantage
- Be computer literate
- A clean police record
- Be medically and physically fit
- Must be honest, reliable and willing to work outside of normal working hours.
- A valid driving license would be an advantage.

Application:

1. Applications are to be submitted with the following:
 - Covering letter explaining why you are interested and qualified for the position.
 - Your full Curriculum Vitae
 - Two reference letters, one from current employer and one from previous employer (or if the latter is not applicable) then someone who has a good standing in the community.
2. All applications must reach the Central Bank no later than **4:30pm on 16th September 2009.**

Address to:

The Secretary
Central Bank of Solomon Islands
P.O.Box 634,
Honiara, SOLOMON ISLANDS.

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Email: info@cbsi.com.sb