



JOB VACANCY NO: 01/10

The Central Bank of Solomon Islands seeks to immediately recruit a suitably qualified person for the position of Public Relations & Communications Officer in the Human Resources & Corporate Services Department.

Title : Public Relations & Communications Officer
Department : Human Resources & Corporate Services (HR&CSD)

Expected Outcomes:

The officer must be able to:

- Publish the CBSI annual Report in a timely manner
- Publish Board resolutions authorized for public consumption
- Create accurate and informative press releases
- Write publications, brochures and promotional materials for any of the Central Bank's upcoming events
- Coordinate and enhance the Money Matters radio program
- Produce easy to read pamphlets about the roles and functions of the Central Bank
- Coordinate visits and provincial tours to schools and other interested organizations
- Organize regular meetings with stakeholders and disseminate materials
- Strengthen internal communications procedures
- Coordinate local and foreign visitors to the Central Bank
- Foster the growth of good public relationships
- Update materials for the Central Bank web site

Duties/ Responsibilities:

The successful applicant's duties will include, but not be limited to:

- (a) Organizing the release of Annual Reports and other public documents from the Central Bank.
- (b) Prompt publication of official Central Bank Press Releases, in all appropriate and approved media outlets as and when required. Writing articles and speeches may also be required periodically.
- (c) Coordinate and prepare the publication of brochures and promotional materials for the purpose of the Central Bank's annual Money Smart Day event.
- (d) Coordinate, present and improve the scope of the weekly Money Matters radio program.
- (e) Organize and develop easy-to-read pamphlets on the various systems of the Central Bank.
- (f) Organize visits and talks at schools in provincial centers and interested organizations.
- (g) Liaise with international organizations and relevant government departments and establish regular communications materials for these audiences.
- (h) Organize materials for internal communications within the Central Bank, such as a newsletter.
- (i) Coordinate all official visitors and social functions of the Central Bank.

Qualifications / Requirements:

The person we are seeking

- (a) Must be fluent in both written and spoken English, possess good writing skills and be computer literate.
- (b) Should have 2 years experience in a related field. Experience in the media industry would be an advantage and exposure to central banking operations will be added bonus.
- (c) Should have a Bachelor Degree in Journalism or media related qualification, and preferably an understanding of Economics.
- (d) Must be able to work after hours to meet deadlines, and be prepared to travel to remote provinces organizing awareness campaigns. A driver's license would be an advantage.
- (e) Must be a self starter with a confident, honest, and outgoing nature.

Terms and Condition:

The position is on Grade 3 level of the CBSI salary structure. Other normal benefits as per Terms and Conditions of Service of CBSI shall apply to the successful applicant.

Application:

Submit your applications with your CV and references.

All applications shall reach the Central Bank not later than 4.30pm, 15th January 2010.

All application shall be addressed to: **The Secretary, Central Bank of Solomon Islands, P O Box 634, Honiara, Solomon Islands.**