



## **INVESTMENT OFFICER**

**Vacancy Notice: 05/10**

The Central Bank of Solomon Islands seeks to recruit immediately a suitably qualified person for the position of **Investment officer** in the **International Department**.

### **Expected Outcome:**

The officer must be able to:

- Maintain accurate and up to date records of investment of international reserves
- Provide accurate information for maturing deposits and new investments on scheduled time
- Regular consultation with counterparties overseas on terms and maturities of investments
- Keep abreast on developments in the financial markets overseas.
- Timely and error – free production of daily and other requested investment reports
- Timely preparation and production of investment reports quarterly.
- Timely Production of daily exchange rate and timely contraction of interbank FX deals
- Identify investment options for recommendation to the Supervisor Investment
- Willing to work in a team environment and share ideas in improving the Investment Unit

### **Duties/Responsibilities:**

The successful applicant shall perform, but not limited to the following duties:

- (a) Update investment statistics and compute investment reports.
- (b) Contract the interbank foreign exchange deals with the commercial banks
- (c) Prepare investment portfolios for maturing deposits or new investments
- (d) Assist in the preparation of the Investment Quarterly report and investment portion of the Annual report.
- (e) Research on market reports to assess risk relating to investment and identify investment options for recommendation to the Supervisor Investment
- (f) Assist in computing of daily exchange rates

### **Qualification/Requirements:**

The applicant must have a degree majoring in Economic, Banking or Accounting with strong analytical skills and ability to read and interpret market reports. He or she must be able to follow instructions,

flexible to work after hours when required, and strictly meet work deadline. He or she must be fluent on both oral and written English and must be computer literate. Experience in Foreign exchange dealing with international market operations and fund managers are an advantage. He or she must be trust worthy, honest and self discipline and maintain confidentiality at all times.

**Terms and Conditions:**

The position is on Grade 2 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 academic transcripts attached, plus two referees.

All applications shall reach the Central Bank of Solomon Islands not later than 4:30pm on 19<sup>th</sup> April, 2010.

All applications shall be addressed to:

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