



CENTRAL BANK OF SOLOMON ISLANDS

EMPLOYMENT OPPORTUNITY

Chief Manager Human Resource Corporate Services

The Central Bank of Solomon Islands (CBSI) invites applications from qualified individuals to fill the position of a Chief Manager, Human Resource and Corporate Services Department presently vacant in the Bank.

This is a senior position in the CBSI's organizational structure and the potential candidate must have essential minimum experience of 5 years or more in areas of corporate governance, human resources management; management of meetings and conferences, and management of corporate assets.

Responsibilities include:

- Human resources policy – develop, implement and maintain human resource policies across the organization, including training programs to educate and promote awareness of regulatory compliance, and compliance with CBSI staff Instructions and Terms and Conditions of Service.
- Performance management – ensure departments deliver timely performance assessments of employees, including managers and contracted managers.
- Recruitment and selection – direct and manage the recruitment and selection process, and train line managers in interviewing and assessment procedures.
- Training and development – implement and monitor effectiveness of training programs, including the implementation of CBSI training policies.
- Reporting and management of human resources activities – produce reports on key statistics, including remuneration and benefits, absenteeism and turnover.
- Organize regular meetings of Board Committees, specifically the Remuneration Committee.
- Management of CBSI fixed assets, ensuring proper maintenance, insurance cover, promotion of operational safety and health in Bank premises and work environment.
- Hold regular meetings with the CBSI Staff Association to share information of Bank policies and directions.
- Leadership – lead, direct, and supervise staff to ensure the department's set goals and targets are achieved.
- Mentoring – provide coaching and counselling to staff to help officers reach their potential.
- Bank security - supervise security personnel responsible for the overall safety and security of Bank staff, premises and equipment.

Academic Qualification and Professional Experience required:

- Post graduate qualification preferably a Master's degree in Business Administration, Human Resources, Law, or related fields.
- An extensive knowledge of and experience within an HR environment.
- A demonstrated track record in developing and implementing strategic business and HR objectives within a complex, multi-business organization similar to the Central Bank.
- Superior interpersonal, coaching and counselling, communication, negotiation and consultative skills at all levels.
- Ability to engage with and win the respect of leaders to successfully influence them on key change initiatives.
- Demonstrated understanding of and commitment to health, safety, security and environmental policies and procedures, including development and training of staff in these areas.

Personal Attributes

The potential candidate must have following personal attributes:

- Excellent command of written and spoken English, excellent listener, confident counsellor and good facilitator on a wide range of activities.
- Show impartiality in decision making when dealing with staff regardless of ethnicity, gender, education background, religious or political beliefs.
- Willing to be a team member regardless of position.

Competences

The potential candidate must have behavioral competences in:

- Achieving planned outcomes,
- Decision making.
- Interacting with staff and management and the general public.
- Leadership.

Further Detail Information on the position

Interested applicants should visit the CBSI website at <http://www.cbsi.com.sb/> or email info@cbsi.com.sb for further information. Application forms for the position are available on the Bank's website or can be collected at the CBSI Head Office at Mud Alley Avenue. For more enquiries please call the Human Resource Office on telephone 21791, Ext. 221 or 211 or email [Rose Sulu, rsulu@cbsi.com.sb](mailto:Rose_Sulu_rsulu@cbsi.com.sb)

Application:

To be considered, all applications submitted must include:

1. An Introductory cover letter.
2. Completed recruitment application form (available on website and at the CBSI Head Office)
3. Current resume or curriculum vitae.
4. Certified copies of academic qualifications and transcripts.
5. Reference letters from two referees, one of whom must be a current or recent employer.

All applications must be sealed and shall be hand delivered or alternatively posted by mail, addressed to:

The Executive Secretary
Governor's Office
Central Bank of Solomon Islands
P O Box 634
Honiara, Solomon Islands
(HRCSD Vacancy 01/217)

Applications may also be sent by email to: exec.secretary@cbsi.com.sb

Closing Date:

All applications close by 4.30 pm **20th February 2017**. Late and incomplete applications will not be considered.

Note: Only successful Candidates will be contacted.