



CENTRAL BANK OF SOLOMON ISLANDS
APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Administrative Assistant
VACANCY REF NO.:	06/2017
DEPARTMENT:	Economics Research and Statistics (ERSD)
WORK UNIT:	
REPORTS TO:	Chief Manager and Manager, ERSD
RESPONSIBLE FOR:	
GRADE:	2.3
BASE SALARY RANGE:	\$43,595.00 - \$62,668.00
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• Tertiary qualification in Business Administration, research, statistics• A Diploma in Office Administration strongly preferred. A solid record of academic success would be an advantage.
ESSENTIAL EXPERIENCE:	
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Excellent verbal and written communication skills with the use of phone, email and other communication systems.• Scheduling of meetings and arranging bookings.• Demonstrates flexibility and adaptability in area of work• Ability to handle sensitive and confidential information• Be innovative, trustworthy and courteous
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Demonstrated ability to use Microsoft Office Applications to execute required responsibilities efficiently• Technical knowledge and experience in publication software such as InDesign, Pagemaker and Publisher.• Able to maintain electronic and paper filing systems so that information can be easily retrieved
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none">• Ability to work collaboratively with colleagues to achieve the department and banks goals.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	The position is directly responsible to the Chief Manager & Manager, ERSD. The position provides all administrative assistance to the department and the Managers.

<p>KEY RESULT AREAS</p>	<p>3.1 Responsible for all desktop publishing tasks of the department, in particular the production of the department’s flagship reports: i). the Monthly Economic Bulletin (MEB), ii). The Quarterly Economic Review (QER), and iii) the Monetary Policy Stance (MPS). The tasks to be undertaken include:</p> <ul style="list-style-type: none"> • Incorporating text, statistical tables and graphs into the reports using relevant publication software. • Ensure publication text, graphs and tables have minimal or no errors, publication layout is in good order and to complete the report according to deadlines. • Print and distribute the reports to internal and external clients. Internal clients include the bank’s management and staff. External clients include stakeholders in the private sector, and other government bodies including the national parliament and relevant government ministries. • If printing is required by management, organize service order for payments and liaise with the printer for printing and binding. <p>3.2 Responsible for coordinating and scheduling the department’s annual economic consultations in Honiara and the provinces. This includes:</p> <ul style="list-style-type: none"> • Preparing and updating a list of major stakeholders for annual consultations. • Sending out letters to various companies, organizations and government offices for consultation meetings by end December (of previous year) or early January. • Arrange schedule for appointments within and around Honiara as well as Auki in Malaita and Gizo, Munda area in Western provinces. <p>3.3 Other general tasks from time to time.</p> <ul style="list-style-type: none"> • Responsible for the production of forms, signs, graphs, posters, etc. for the Department on the publication software. • Do all word processing requirements of the department. • Manage calendar for ERSD management • Schedule and coordinate meetings and appointments for ERSD • Perform general administrative and clerical support (scanning, faxing, binding, mailing, and copying) to management • Monitor and report faulty office equipment (printers, photocopiers, scanners) to ITD for repair • Maintain an electronic and hard copy filing system of the department. • Arrange and record minutes of the departmental meetings • Arrange travel arrangements for ERSD staff going on short training overseas and provincial consultations. • Assist in resolving any administrative problems • Attend to other duties as assigned by the Manager from time to time.

HOW TO APPLY

To apply for the position, please submit the following:

- (1) An introductory cover letter
- (2) A completed Recruitment Application Form (available on CBSI website and at the CBSI Head Office at Mud Alley Avenue)
- (3) A current Resume or Curriculum Vitae
- (4) Two Reference Letters
- (5) Certificated copies of academic qualifications and transcripts.

All applications are to be addressed to:

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

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: jfagasi@cbsi.com.sb copied to rsulu@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Friday 10th March 2017

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb/> or email info@cbsi.com.sb for information pertaining to the position or call in at the CBSI Head Office at Mud Allay Avenue. For more enquiries please call the Human Resource Office on telephone 21791, Ext. 221 or 211 or email jfagasi@cbsi.com or rsulu@cbsi.com.