



**CENTRAL BANK OF SOLOMON ISLANDS**  
**APPLICANT INFORMATION PACKAGE**

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Debt Officer – External & Domestic Debt Portfolios
<b>VACANCY REF NO.:</b>	04/2017
<b>DEPARTMENT:</b>	Currency and Banking Operations
<b>WORK UNIT:</b>	Debt Unit
<b>REPORTS TO:</b>	Supervisor Debt Unit
<b>RESPONSIBLE FOR:</b>	
<b>GRADE:</b>	3.2
<b>BASE SALARY RANGE:</b>	\$69,056.00 - \$99,268.00
<b>ESSENTIAL QUALIFICATION:</b>	At least a Bachelor's degree in Economics or Finance and Banking. A solid record of academic success would be an advantage.
<b>ESSENTIAL EXPERIENCE:</b>	At least three (3) years' work experience in a position related to Economics, Finance and Banking.
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Good verbal and written communication skills – can communicate effectively at all levels internally and externally</li><li>• Good time management, mature and confident</li><li>• Excellent interpersonal skills</li><li>• Honest and trustworthy</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Ability to use Microsoft Word, Excel and other MS software</li><li>• Excellent analytical skills and abilities to interpret contract agreements, explain debt ratios and read financial statements</li></ul>
<b>ESSENTIAL BEHAVIOURAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Ability to work collaboratively with colleagues to achieve the department and banks goals</li></ul>

<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	Accurate recording and administration of the Private External Database. To ensure that the loans are recorded accurately into the CS-DRMS and the balances are reconciled against loans statements and reports received from both the creditors and borrowers. To ensure also that the debt statistics required by the World Bank and other external users are compiled with accuracy and on time.

	Additional duties also include the operations of the CBSI monetary policy tools which include the Bokolo Bills, Deposit facility and other CBSI instruments issued
<b>KEY RESULT AREAS</b>	<p><b>1. Private External Debt</b></p> <ul style="list-style-type: none"> <li>• Read and extract details of new loan from the Loan agreement which include instrument details, forecasting rules and repayments terms and enter the details onto CS-DRMS Worksheet</li> <li>• Collect copies of payment and disbursements from the international department and enter data onto the CS-DRMS worksheet</li> <li>• Enter data from worksheet to the Commonwealth secretariat and Debt Recording Management System (CS-DRMS)</li> <li>• Collect exchange rate from International Department every week and every Month, convert the exchange rates equivalent to Solomon dollar equivalent and then update exchange rate on to CS-DRMS system</li> <li>• Perform monthly processing run on CSDRMS to validate the loans database. This is done on a weekly and monthly basis</li> <li>• Compile private debt statistics as and when required by users</li> <li>• Reconcile the Creditors statement with the balances in the CS-DRMS system and file statements in their respective files</li> <li>• Produce quarterly report on Private external debt</li> <li>• Print reports 728, 724, 654, 670 and 301 and file them in their appropriate folders</li> </ul> <p><b>2. CBSI Bokolo Bills :</b></p> <ul style="list-style-type: none"> <li>• Attend to customer queries on Bokolo Bills Instruments</li> <li>• Publish issuance calendar on the website a week before the first auction of the new month</li> <li>• Send tender invitation to the commercial banks every fortnight</li> <li>• Enter details of bidders into CS-SAS before the Bokolo Bill committee meets on Thursday</li> <li>• Calculate cost price of accepted bids and update the register book plus excel</li> </ul>

- Inform successful bidders on the results of their accepted tenders by letter or email. Unsuccessful bidders are also informed
- Receive payments or settlement from accepted bidders, Receipt them and raise appropriate entries
- Prepare vouchers and credit advises on redeemed bills
- Input all accepted tenders into the MS Access database
- Update auction Bokolo Bill results and Invitation on CBSI website draft workspace
- Reconcile Bokolo Bill Account No. 20141 before the 15<sup>th</sup> of each new month
- Reconcile interest paid on Bokolo Bill account No. 60354 before 15<sup>th</sup> of each new month
- Compile statistics on Bokolo Bill as and when requested by ERSD and other users
- File all correspondences relating to Bokolo Bill according to their terms of maturity

### **3. External debt Portfolio**

- Update external loan portfolio excel worksheet when payments are made as well as weekly exchange rates.
- Produce weekly report on SIG Debt status and actual debt service and disseminate to the CBSI management and Economics & Research Department after verification by Supervisor
- Produce monthly summary on SIG Debt status and disseminate to the CBSI management, Economics & Research Department and Debt Management Unit, Ministry of Finance after verification
- Prepare a report on actual debt service payments on External Debt and disseminate to the International Department and Debt Management Unit, MOF

### **4. Additional Duties:**

- Assist Domestic debt Officer (front Office) when on annual leave and when requested by supervisor Debt
- Assist Banking Unit with counting and checking of SIG daily cash Deposits
- Assist currency unit as and when deposits or withdrawals are made by the Commercial Banks
- Assist with weekly and monthly stock take in the vault
- Reconcile account no. 60352- interest paid on central Govt term deposit
- Reconcile account no. 40202- interest received on CBSI loans to Central Govt

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|  | <ul style="list-style-type: none"><li>• Other duties as required by Supervisor Debt Unit, Manager CBO and Chief Manager CBO</li></ul> |
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## 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](mailto:jfagasi@cbsi.com.sb) copied to [rsulu@cbsi.com.sb](mailto:rsulu@cbsi.com.sb)

**CLOSING DATE FOR ALL APPLICATIONS - Friday 10<sup>th</sup> March 2017**

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb/> or email [info@cbsi.com.sb](mailto:info@cbsi.com.sb) for information pertaining to the position or call in 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 [jfagasi@cbsi.com](mailto:jfagasi@cbsi.com) or [rsulu@cbsi.com](mailto:rsulu@cbsi.com).