



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

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Secretary (Administrative Assistant)
<b>VACANCY REF NO.:</b>	08/2017
<b>DEPARTMENT:</b>	Financial Market Supervision Department (FMSD)
<b>WORK UNIT:</b>	FMSD
<b>REPORTS TO:</b>	Chief Manager
<b>RESPONSIBLE FOR:</b>	All secretarial and administrative duties of FMSD
<b>GRADE:</b>	2.3
<b>BASE SALARY RANGE:</b>	\$43,595.00 - \$62,668.00
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• A good command of written and spoken English;</li><li>• Good interpersonal and publication skills; and</li><li>• A graduate of secretarial and office administration studies from a recognized institution</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• At least one year of work experience is desirable but not necessary.</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Is creative and innovative;</li><li>• Has neat appearance and pleasant personality;</li><li>• Is punctual, time cautious and trustworthy;</li><li>• Can work with minimal supervision and with high degree of accuracy;</li><li>• Has ability to meet deadlines;</li><li>• Has ability to pay attention to details; and</li><li>• Has ability to handle sensitive and confidential information.</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Has excellent knowledge in the use of Microsoft Office products, particularly Microsoft Word, Microsoft Excel and Microsoft PowerPoint;</li><li>• Has above-average publication skills;</li><li>• Has excellent keyboarding and typewriting skills;</li><li>• Has excellent office administration skills;</li><li>• Organize staff travel;</li><li>• Manage diaries and schedules of meetings and appointment;</li><li>• Has excellent notetaking skills</li><li>• Excellent telephone skills;</li><li>• Ability to manage stationery and deal with posts;</li><li>• Technical knowledge and experience in publication software such as InDesign, PageMaker and Publisher; and</li><li>• Able to maintain an efficient electronic and paper filing systems</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><li>• Enthusiastic, Confident and competent</li></ul>

<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	The position is directly responsible to the Chief Manager & Manager, FMSD. The position provides all administrative assistance to FMSD management and staff.
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Manage all page making and publication tasks relating to administration and production of CBSI's Financial Stability Report;</li> <li>2. Manages and tract FMSD's budget;</li> <li>3. Manages FMSD's Business Plan Progress Report;</li> <li>4. Provides general administrative support to FMSD Management and staff;</li> <li>5. Organise the preparation, flow, and recording of correspondences within the FMSD;</li> <li>6. Ensure hard copy and electronic filing is organized and up to date;</li> <li>7. Arrange quarterly Bankers Meeting, Financial Stability Committee meeting and bilateral meetings with all licensed financial institutions in Solomon Islands [ANZ Bank, BSP Bank, POB Bank, Bred Bank, BSP Finance, Credit Corp, Solomon Islands National Provident Fund, QBE Insurance, Tower Insurance, Capital Insurance, all licensed brokers and all registered credit unions];</li> <li>8. Schedule weekly FMSD meeting;</li> <li>9. Organize the logistics of AFSPC/PFTAC Working Committee Meeting (WCM);</li> <li>10. Organize the logistics of APRA-Pacific Governance Program;</li> <li>11. Organize the logistics of credit union activities on International Credit Union Day;</li> <li>12. Assist the department in their preparations and tasks allocated for Money Smart Day;</li> <li>13. Actions calls &amp; correspondences to the Governor's Office or respective Heads of department when given responsibility in the absence of the executive secretary or other departments' administrative assistants; on approval by FMSD Chief Manager;</li> <li>14. Draft response letters on official external correspondences;</li> <li>15. Assist input weekly, monthly and quarterly data from financial institutions; and</li> <li>16. Keep FMSD's absenteeism and punctuality statistics;</li> </ol>
<b>HOW TO APPLY</b>	
<p>To apply for the position, please submit the following:</p> <ol style="list-style-type: none"> <li>(1) An introductory cover letter</li> <li>(2) A completed Recruitment Application Form (available on CBSI website and at the CBSI Head Office at Mud Alley Avenue)</li> <li>(3) A current Resume or Curriculum Vitae</li> <li>(4) Two Reference Letters from non-relative. The reference reported submitted must be recent and shall not be more than three months old. The referee must comment on the character and professional capability of the applicant.</li> <li>(5) Certificated copies of academic qualifications and transcripts.</li> </ol>	

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 - Wednesday 7<sup>th</sup> June 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 Allay Avenue. For more enquiries please call the Human Resource Office on telephone 21791, Ext. 309 or 350 or email [jfagasi@cbsi.com](mailto:jfagasi@cbsi.com) or [rsulu@cbsi.com](mailto:rsulu@cbsi.com).