



**CENTRAL BANK OF SOLOMON ISLANDS**

**APPLICANT INFORMATION PACKAGE**

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Analyst
<b>REFERENCE NO.:</b>	09/2017
<b>DEPARTMENT:</b>	Governor's Office
<b>WORK UNIT:</b>	Solomon Islands Financial Intelligence
<b>REPORTS TO:</b>	Director
<b>RESPONSIBLE FOR:</b>	
<b>GRADE:</b>	3.1
<b>BASE SALARY RANGE:</b>	\$59,128 - \$84,996
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• Degree in Banking &amp; Finance, Accounting and Businesses Economics would be considered.</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Have some experience in financial analysis work.</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Have communication and analytical skills.</li><li>• Ability to work in team and form strong working relationships with other law enforcement and regulatory agencies, including public prosecutors, state prosecutors, and police officers involve in investigations, the Central Bank of Solomon Islands and overseas law enforcement agencies.</li><li>• Ability to establish a strong link with the financial institutions, cash dealers, designated non-financial businesses and professions and non-profit organizations in the country.</li><li>• The candidate must be Computer literate - especially with power point presentation, excel and Microsoft words applications.</li></ul>
<b>ESSENTIAL BEHAVIOURAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Demonstrate ability to show initiative and work without supervision</li></ul>
<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	<ul style="list-style-type: none"><li>• Ensuring that the financial institutions, cash dealers, designated non-financial businesses and professions and non-profit organizations (reporting entities) comply with their obligations under the relevant sections of the Money Laundering and Proceeds of Crime Act (MLPCA) as amended by submitting full and complete financial information to the SIFIU for assessment</li></ul>

<p><b>KEY RESULT AREAS</b></p>	<p>and further analysis</p> <ul style="list-style-type: none"> <li>• Ensure that the reporting entities (financial institutions, cash dealers and non-profit organizations supply complete information on all suspicious transactions, cash transactions, electronic funds transfer transactions and other reporting requirements to the SIFIU.</li> <li>• The Analyst must be able to collate relevant information from the commercial banks and other law enforcement agencies before submitting reports to the police for investigation.</li> <li>• Required to work with the investigator/analyst and the Compliance officer in Educational awareness of the MLPCA with the reporting entities, government stakeholders and general public through: <ul style="list-style-type: none"> <li>○ Organizing workshops;</li> <li>○ Conducting onsite visits of reporting entities;</li> <li>○ Awareness raising seminars;</li> <li>○ Preparing and distributing publicity materials;</li> <li>○ Participating in radio and media interviews.</li> </ul> </li> <li>• Liaise with the Money Laundering Reporting Officers with all banks on procedures and ways to improve information collection and suspicious reports.</li> <li>• Must be able to train Money Laundering Reporting Officers some basic financial analytical skills and tips in performing their work competently.</li> <li>• Attending training workshops and seminars in relation to AML/CFT financial analytical skills and keeping up to date with latest developments and international standards.</li> <li>• Keep update with the filing of correspondences of the Unit's filing system.</li> <li>• Other duties that may be delegated by the Director of the SIFIU.</li> </ul>
<p><b>HOW TO APPLY</b></p>	
<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</li> <li>(5) Certificated copies of academic qualifications and transcripts.</li> </ol>	
<p>All applications are to be addressed to:</p> <p style="text-align: center;">The Chief Manager Human Resource &amp; Corporate Service Department Central Bank of Solomon Islands P O Box 634 Honiara, Solomon Islands</p>	
<p>Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: <a href="mailto:jfagasi@cbsi.com.sb">jfagasi@cbsi.com.sb</a> copied to <a href="mailto:adentana@cbsi.com.sb">adentana@cbsi.com.sb</a></p>	

**CLOSING DATE FOR ALL APPLICATIONS - Friday 16<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 email [jfagasi@cbsi.com.sb](mailto:jfagasi@cbsi.com.sb) or [agendana@cbsi.com.sb](mailto:agendana@cbsi.com.sb)