



CENTRAL BANK OF SOLOMON ISLANDS
APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Human Resource Officer
VACANCY REF NO.:	04/2019
DEPARTMENT:	Human Resource & Corporate Services
WORK UNIT:	Human Resource
REPORTS TO:	Manager Human Resource
RESPONSIBLE FOR:	Providing support within the Human Resource Unit and to the Manager Human Resource
GRADE:	3.2
BASE SALARY RANGE:	\$77,298.01 - \$112,052.49
ESSENTIAL QUALIFICATION:	<p>Minimum of a Bachelor's Degree in Human Resources, Business Administration or a complementary specialization. A solid record of academic success would be an advantage.</p> <p>Excellent negotiation, liaison and organizational skills and supervision ability</p>
ESSENTIAL EXPERIENCE:	At least three (3) years of demonstrated professional experience in coordinating Human Resource activities in a large organization.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Strong interpersonal and organizational skills • Ability to work collaboratively in a team and develop and maintain relationship with individuals and agencies • Ability to perform duties with minimal directions and supervision • Be able to handle multi-tasking and to work under pressure in a team environment • Proactive, Confident and Self-Assertive • Ability to handle sensitive and confidential information
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none"> • Excellent negotiation, liaison, management and organizational skills and supervision ability • Exceptional oral and written communication skills • Ability to use Microsoft Word, Excel and other MS software's efficiently • Ability to interpret, analyze and integrate information and/or solve problems • Ability to predict or detect problems I the area of responsibility
ESSENTIAL BAHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Ability to work collaboratively with colleagues to achieve the banks goals. • Willing and hard work and be able to work after hours whenever required • Ability to inspire and motivate others interest and respect • Have strong, excellent personal and work ethics, • Ability to select or proposed practical and common sense solutions to problems.

JOB DESCRIPTION

JOB SCOPE AND PURPOSE	Provide assistance and support to the Human Resources (HR) Manager in delivering HR support services required by the Bank. This involves assisting the Human Resource Manager in planning, administering, coordinating, controlling and maintaining the Bank's HR needs and activities that seeks to facilitate the employees' quality contributions to achieving the corporate objectives.
KEY RESULT AREAS	<ul style="list-style-type: none">• Provide assistance in facilitating the recruitment process for all Bank recruits• Attend to matters affecting staff welfare and well-being• Provide assistance in the administration of the relevant Bank Policies• Conduct staff seminars/trainings on various areas of concern to staff• Assist with staff mentoring, counseling• Management of staff records• Administer staff leave, remuneration and benefits• Provide assistance in administering and organizing Staff social events• Administer the staff annual Performance Appraisal• Preparing, monitor and review HR annual Work Plan and Budget• Assist with Staff payroll• Assist with the supervision of support staff• Carry out other tasks/duties as and when directed by the Chief Manager or HR Manager

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 (Acting)
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: adentana@cbsi.com.sb copied to jaiapu@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Friday 9th August 2019

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 adentana@cbsi.com.sb or rsulu@cbsi.com.sb