



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Compliance & Monitoring Officer (Foreign Exchange Control)
REFERENCE NO.:	06/2020
DEPARTMENT:	Financial Market & Exchange Control Department
WORK UNIT:	Exchange Control Unit
REPORTS TO:	Senior Analyst Exchange Control (Supervisor)
GRADE:	3.2
BASE SALARY RANGE:	TBC
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• A Bachelor Degree in international Business relations, Economics, Commerce, Banking & Finance, Management and Business Administration from a recognized institution.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• At least two or more years' clerical and/or senior level experience in a Public sector office (Government) financial institution or in any relevant authorities. (Seniority experience would be an advantage)
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Willingness to work in a team environment (Team Player)• Time conscious and is flexible and willing to work after hours when required to meet deadlines;• Can work under minimal supervision.• Possess professional work ethics• Demonstrate self-discipline
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Knowledgeable in Foreign exchange and international Business transactions• knowledge and understanding of the current Exchange Control Act and the Foreign Exchange Regulations• Knowledgeable in SIG Tax policy regime and e-tax policy• Some knowledge, understanding and specific experience with International trade and Customs & Excise and Inland Revenue Regulations.• Some knowledge, understanding with Anti Money Laundering and Counter Terrorism Financing• Experience project management tasks. This is necessary to drive EC project task • Experience in working with Microsoft Word, Excel and with good research skills.• Engagement in high level technical committee meetings would be an advantage

ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Can work under pressure without compromising quality of work output • Be a team player and be able to work well with FMECD team and other CBSI officers • Leadership capability and skills • Good Public Relations skills • Punctual/good time keeper • Trustworthy and of a good behavior character • Be able to handle multi-task under pressure
JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<ul style="list-style-type: none"> • To monitor, analyze, inspect, reconcile and investigate all imports and exports as required under the Exchange Control Regulations • To monitor, analyze, reconcile compliances of all EC terms and conditions governing Foreign currency accounts, FX overnight limits, Classified Authorize Dealers, foreign debts, capital transfers and investments • Assess, apply and monitor SIG tax related implication to all international transactions assessed by CBSI foreign Exchange control applications. • Assess and administer compliance to all EC policy instruments assessed and approved by FMEC Dept CBSI. • Maintain Strong professional Relationship management with Key Stakeholders especially the SIG, SIFIU, Authorized Dealers, Customs Division, IRD tax office, and the business public etc.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Monitor compliance and investigate non-compliance on all import payment applications and other payments • Monitor compliance and investigate non-compliance on all export requirements both Specific Authority and General Authority to export • Monitor compliance of all Authorized Dealers both money transfer operators and money changers. • Monitor compliance and investigate non-compliance of Foreign Currencies Accounts (FCA), private offshore debts and capital transfers. • Continuously liaising and conduct up to date meetings with Key stakeholders relating to EC Compliance and information sharing. • Update the Foreign Investors register • Record and Update all FCA, Private external Debt and Capital Transfers and major current transfers register • Accurate and timely presentation of inflow and outflow report on weekly basis • Accurate and timely submission of monthly activity reports.

- Perform any other duties as may be required from time to time by the Senior Analyst Exchange Control and department management.

HOW TO APPLY

To apply for the position, you will need to 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

Attention: Vacancy No. 06/2020

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: apeter@cbsi.com.sb copied to jaiapu@cbsi.com.sb; **and** ddeni@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - 31st January

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 or email: apeter@cbsi.com.sb copy: jaiapu@cbsi.com.sb **and** ddeni@cbsi.com.sb.