



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Assistant Security Officer
VACANCY REF NO:	07/2017
DEPARTMENT:	Human Resource & Corporate Services
WORK UNIT:	Security Unit
REPORTS TO:	Senior Security Officer (SSO)
RESPONSIBLE FOR:	The protection, safeguarding and security of Banks premises, assets, personnel, customers and all visitors.
GRADE:	2.1 (CBSI Salary Structure)
BASE SALARY RANGE:	\$31,435.00 - \$45,173.00 per annum
ESSENTIAL QUALIFICATION:	Certificate or Diploma in Administration from any recognized institution
ESSENTIAL EXPERIENCE:	Have at least 3 years' relevant experience in security related work
ESSENTIAL PERSONAL & BEHAVIOURAL ATTRIBUTES:	<ul style="list-style-type: none">• Honest and trustworthy• Hardworking & Willing to work after hours• Friendly• Client and customer focus• Team Player• Punctual• Ethical conduct
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Understand the need for respect for the public, clients and customers and the general Bank staff• Ability to communicate verbally in a clear and concise manner• Ability to write clear reports to ensure information is conveyed accurately and objectively• Ability to identify emergency situation risk factors at the workplace• Understand the role of security in emergency situations and providing workplace care and safety.
JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	

<p>KEY RESULT AREAS</p>	<ul style="list-style-type: none"> • Assist the Senior Security Officer (SSO) and other Security Officers (SO) to ensure security policies and regulations are enforced and observed at all times; • Assist SO in providing relevant information for the Security Unit’s monthly, quarterly and annual reports; • Assist/provide surveillance mobile patrol and alarm response within and around the CBSI HQ premises during working hours and whenever necessary • Assist SSO and other SO to provide security training to general staff • Provide security escorts and carryout security checks and lock up duties, • Assist with concierge and customer service • Report or advise management through SSO of security and emergency situations risks to the Bank; • Carry out other duties as instructed by the SSO, Manager Corporate Services and Chief Manager Human Resource & Corporate Service Department,
<p>HOW TO APPLY</p>	
<p>To apply for the position, please submit the following:</p> <ol style="list-style-type: none"> (1) An introductory cover letter (2) A completed Recruitment Application Form (available on CBSI website, www.cbsi.com.sb 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. 	
<p>All applications are to be addressed to:</p> <p style="text-align: center;"> The Chief Manager Human Resource & Corporate Service Department Central Bank of Solomon Islands P O Box 634 Honiara </p>	
<p>Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: jfagasi@cbsi.com.sb copied to rsulu@cbsi.com.sb</p>	
<p>CLOSING DATE FOR ALL APPLICATIONS - Monday 29th May 2017</p>	
<p>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. 350 & 309 or email jfagasi@cbsi.com or rsulu@cbsi.com.</p>	