



CENTRAL BANK OF SOLOMON ISLANDS
APPLICATION INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Maintenance Officer - Carpentry
DEPARTMENT:	Human Resources and Corporate Services Department
WORK UNIT:	Corporate Services Unit
REPORTS TO:	Supervisor Properties
RESPONSIBLE FOR:	Handy man (Assistant Maintenance Officer)
GRADE:	2.2
BASE SALARY RANGE:	\$38,713 - \$55,873
ESSENTIAL QUALIFICATION:	Certificate in Carpentry & Joinery from SINU/SICHE
ESSENTIAL EXPERIENCE:	Minimum of Four (4) years work experience in the Building and Construction Industry
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Listens to superiors and take instructions very well,• Team player who works well with fellow workers,• Confident and works well under pressure• Proactive
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Ability to identify defects and provide accurate remedial actions• Skillful in the carpentry and joinery trade• Broad Knowledge on different building materials and their uses <p>The successful applicant must be able to:</p> <ul style="list-style-type: none">• perform all carpentry and joinery works,• perform concrete and steel works,• carry out building assessments,• read architectural plans,• have a broad knowledge of building materials and make accurate orders,• perform costings for building repairs and new works,• Use electrical and manual tools.• Have a valid driving license.
KEY COMPETENCIES REQUIRED	<ul style="list-style-type: none">• Excellent communication skills• Must be a team player• Ability to meet deadlines and to be highly organized• Ability to work under minimal supervision• Ability to analyse and respond appropriately to situations.• Basic skills in Microsoft word and excel will be an advantage
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none">• Flexible and Humble,• Ability to take initiatives to address needs or situations without being requested• Sensitive to staff and community needs and perceptions.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<p>To provide support in the Properties Unit in ensuring that the Bank's properties are well maintained and compliant with all appropriate regulations and provide safe work and living environment for all staff.</p> <p>The position reports directly to the Supervisor Properties delivering timely, cost effective maintenance and improvement to the Bank's properties, which include buildings, furniture and fittings and Utility services.</p>
KEY RESULT AREAS	<ul style="list-style-type: none"> • CBSI office and residential buildings are maintained and safe • Sports facilities maintained • Aruligo recreational site buildings maintained • Furniture and fittings • Supervise Contractors

HOW TO APPLY
<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 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 Secretary 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: jfagasi@cbsi.com.sb copied to rsulu@cbsi.com.sb</p>
<p>CLOSING DATE FOR ALL APPLICATIONS - 27th November 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 and Corporate Service Department on telephone 21791, Ext. 252 or 219 or email merekali@cbsi.com or jfagasi@cbsi.com.</p>