



CENTRAL BANK OF SOLOMON ISLANDS
APPLICANT INFORMATION PACKAGE

| POSITION SPECIFICATION | |
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| POSITION TITLE: | Training Coordinator |
| VACANCY REF NO.: | 01/2018 |
| DEPARTMENT: | Human Resource & Corporate Services |
| REPORTS TO: | Chief Manager Human Resource & Corporate Services |
| RESPONSIBLE FOR: | The Training Coordinator is expected to identify, develop, direct, facilitate, oversee, monitor, control, evaluate and coordinate training activities and support within the Bank so that staff training and development will be used continuously to assist the Bank in meeting its objectives. |
| GRADE: | 4 |
| BASE SALARY RANGE: | SBD\$118,415.00 - \$170,904.00 per annum. |
| ESSENTIAL QUALIFICATION: | Essential: Minimum of a Bachelor's Degree in Human Resources or a Complementary specialization. Highly Desirable: Masters in Human Resources Development or a complementary specialization. |
| ESSENTIAL EXPERIENCE: | Essential: At least three to five years of demonstrated professional experience in coordinating training and development in a large organization. Highly Desirable: <ul style="list-style-type: none"> - Demonstrated experience in conducting and facilitating staff trainings, presentations and developments. - Excellent negotiation, liaison and organizational skills and management ability. |
| ESSENTIAL PERSONAL ATTRIBUTES: | <ul style="list-style-type: none"> • Ability to handle sensitive and confidential information is essential. • Potential requirement to work irregular hours, including after hours, weekends and public holidays. • Potential to be contacted for support and assistance outside of business hours. |
| ESSENTIAL TECHNICAL COMPETENCIES | <ul style="list-style-type: none"> • Exceptional oral and written communication skills. • Strong interpersonal and organizational skills. • Ability to work collaboratively with the different level of staff and develop and maintain relationship with individuals and agencies. • Ability to serve in a leadership role by motivating, inspiring and facilitating efforts from other s and be able to perform duties with minimal direction and supervision. <p>Critical Thinking:</p> <ul style="list-style-type: none"> • Ability to interpret, analyze and integrate complex professional/technical/administrative concepts from a number of areas or sources. • Ability to think strategically and develop plans and policies that |

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| | <p>meet the longer term needs of the Bank.</p> <ul style="list-style-type: none"> • Ability to grapple with and solve problems. • Ability to integrate generalized knowledge of the Bank in the development/approval of recommendations and/or new policies. • Ability to select or propose practical and commonsense solutions to problems. • Ability and willingness to take and defend decisions. • Ability to predict or detect problems in the area of responsibility. • Ability to generate new/innovative but effective solutions to problems. • Ability to comprehend the broader policy framework or decision making within the Bank. <p><u>Writing and Reporting:</u></p> <ul style="list-style-type: none"> • Ability to communicate effectively in writing and to convey technical knowledge and expertise. <ul style="list-style-type: none"> • Ability to use Microsoft Word & Excel. |
| <p>ESSENTIAL BEHAVIOURAL COMPETENCIES</p> | <ul style="list-style-type: none"> • Ability to perform effectively under pressure and changing circumstances. • Ability to determine and anticipate appropriate objectives, priorities and implementation plans. • Ability to work independently, efficiently and accurately while meeting deadlines. • Ability to present and communicate information clearly. • Ability to favorably represent the Bank in public dealings. • Ability to work productively in a team and with other external contacts. • Ability to uphold the Bank’s reputation through integrity and pursuit of excellence. • Ability to be a member of a team, and work co-operatively with others • Ability to be an effective leader of a group and is able to create an environment in which the team works well together to achieve its objectives. • Ability to be able to develop and use the skills and potential of staff. • Willing to take ownership of the targets, decisions and actions of themselves and /or staff. • Ability to take action and seizes opportunities before being directed by others or over taken by events. • Ability to maintain a clear focus on the targets and results required. • Ability to learn new knowledge and skills to develop their own capability and effectiveness. |

| JOB DESCRIPTION | |
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| <p>JOB SCOPE AND PURPOSE</p> | <p>The Training Coordinator is expected to identify, develop, direct, facilitate, oversee, monitor, control, evaluate and coordinate training</p> |

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| | <p>activities and support within the Bank so that staff training and development will be used continuously to assist the Bank in meeting its objectives.</p> |
| <p>KEY RESULT AREAS</p> | <ul style="list-style-type: none"> • Promote and offer a high quality development and training service to the Bank by encouraging staff development, promoting appropriate recruitment, planning, organizing and facilitating quality training to enhance the effective operation of the Bank. • Ensure all facets of the training policy are carried out and maintain full records of all training. Ensure transparency through relaying information to staff and maintaining an effective appeals process. • Assess training requirements throughout the Bank by reviewing departmental staff development plans. Monitor and evaluate effectiveness of training, develop appropriate measures to deal with ineffectiveness and consider proposals for training against needs of Bank and suitability of officers involved. • Liaise with all levels of the Bank to provide information, advice and guidance. Submit recommendations to the Study Assistance Committee and the Governors for decisions. • Maintain upkeep of training facilities and equipment; co-ordinate all training, facilitate some training as required, design training/instructional material including on intranet, with input from appropriate departments. • Any other related objectives that may be communicated from time to time by Supervisors or the Study Assistance Committee. • Takes responsibility to comply with the Bank’s Code of Conduct other employment terms and conditions as stipulated in the Staff and Management Policy Handbooks and other Bank Policies, risk management arrangements, statements of responsibilities, manuals, guidelines and procedures including, without limitation, those relating to personal behavior, and attitude, work health and safety and information management, confidentiality and security. • Internal: Extensive liaison at all levels with Governors, Management and Staff on training and development, policy and administrative issues. • External: Regular liaison with local and overseas training institutions and other supporting organizations such as private, government, donor and diplomatic organizations for purposes of obtaining and sharing of information, negotiating a training proposal or for resolving and settling a training logistical and administrative issue. |

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| | <ul style="list-style-type: none">• Considerable autonomy and control over the Banks training resources (facilities and equipment's).• Provide accurate financial information and guidance to ensure efficient investment by the Bank to staff training and development. |
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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
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 jfagasi@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Friday 6th April 2018

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 Alley Avenue. For more enquiries please call the Human Resource Office on telephone 21792, Ext. 309 or email adentana@cbsi.com.sb or jfagasi@cbsi.com.sb