



CENTRAL BANK OF SOLOMON ISLANDS
APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Analyst Financial Inclusion
VACANCY REF NO:	02/2018
DEPARTMENT:	Governor's Office
WORK UNIT:	Financial Inclusion unit
REPORTS TO:	Manager Financial Inclusion
RESPONSIBLE FOR:	The Analyst is responsible to implement the relevant objectives under National Financial Inclusion Strategy 2, 2016-2020 relating to amplifying the reach and quality of digital finance channels and innovations and, strengthening the micro small medium enterprises (MSMEs) through more focussed engagement and coordination. In this regard, the analyst is responsible to coordinate and administer the Digital Finance Working Group (DFWG) and the Micro Small Medium Enterprises (MSME) Working Group (MWG) with the assistance of the senior analyst and/or Manager. Further, to implement the KRAs under the National Financial Inclusion unit (NFIU) Business Plans.
GRADE:	3.2
BASE SALARY RANGE:	SBD\$72,509.00 - \$104,649.00 per annum
ESSENTIAL QUALIFICATION:	Degree in Commerce, Management or Economics.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none"> • 3 – 5 years in analyst role. • More than 3 years working in financial institutions. • More than 2 years' experience in community advocacy programs.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Ability to handle confidential information. • Ability to work long hours and irregular hours including weekends and public holidays to meet deadlines. • Ability to work under pressure for immediate tasks required by Manager, NFIT & related stakeholders. • Ability to work independently in the absence of supervisor and/or Manager. • Must be time conscious: Arrive to work on time and deliver work in a timely manner.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none"> • Numeracy & computer skills. • Report writing. • Analytical & progressive thinker. • Communication & Presentation skills.
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Team player. • Initiative. • Time keeping. • Reliable and can work independently. • Portray professional relations with stakeholders.

JOB DESCRIPTION

JOB SCOPE AND PURPOSE

The Analyst is responsible to implement the relevant objectives under National Financial Inclusion Strategy 2, 2016-2020 relating to amplifying the reach and quality of digital finance channels and innovations and, strengthening the micro small medium enterprises (MSMEs) through more focussed engagement and coordination. In this regard, the analyst is responsible to coordinate and administer the Digital Finance Working Group (DFWG) and the Micro Small Medium Enterprises (MSME) Working Group (MWG) with the assistance of the senior analyst and/or Manager. The analyst is responsible for regular dialogues with various stakeholders of the National Financial Inclusion Taskforce (NFIT). In addition to provide administrative support to NFIT and the respective working groups and contribute to implementation of other NFIS2 including other financial inclusion requirements.

KEY RESULT AREAS

- NFIS2, 2016-2020 objectives & KRAs– Objective 1 & KRAs on digital finance and Objective 2 & KRAs on MSMEs.
- JD KRAs:
- Coordinate and administer Digital Finance Working Group
- Coordinate and administer Micro Small Medium Enterprises Working Group
- Have broad knowledge on key objectives and KRAs under NFIS2 on digital finance and micro small medium enterprises
- Coordinate and administer savings groups and microfinance institutions in relation to visits, meetings, programs and assist with data
- Develop, coordinate, conduct and administer the financial literacy programs of the Bank including programs relating to digital finance and MSMEs
- Assist to improve financial competence of adults through education and advocacy
- Work closely with working groups' chairpersons and coordinate stakeholders to implement the Working Groups' action plans
- Coordinate departmental organized programs or workshops & trainings for NFIT stakeholders
- Conduct ongoing research into innovations within financial inclusion and keep abreast of developments and issues in financial inclusion
- Carry out any other duties as directed by your supervisor and/or 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
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. 350 or 390 or email adentana@cbsi.com.sb and copied to jfagasi@cbsi.com.sb