



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Procurement Officer
REFERENCE NO.:	02/2019
DEPARTMENT:	Finance & Accounts
WORK UNIT:	
REPORTS TO:	Management Accountant
GRADE:	3.1
BASE SALARY RANGE:	SBD\$63,946.93 - \$92,698.85 per annum
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none"> • Minimum of a Diploma in Finance or Accounting. • Bachelor Degree in Accounting or Commerce would be a bonus
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none"> • Two or more years' experience in accounting.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Willingness to work in a team environment • 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"> • Practical knowledge with Technology One systems general ledger, subsidiary ledgers and Budget Module • Competent in Microsoft Office Application esp. Excel. • Ability to communicate at all levels
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Can work under pressure and prioritize without compromising quality of work output • Be a team player and be able to work well with Finance and Accounts Department team and other CBSI officers • Punctual/good time keeper • Trustworthy and of a good behavioral character • Attentive to details and accuracy.
JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<ul style="list-style-type: none"> • Ensure goods and services required by the Bank is acquired and available on timely basis.
<ul style="list-style-type: none"> • MAIN RESPONSIBILITIES 	<ul style="list-style-type: none"> • All requisitions to be completed and delivered within 24 hours • Determine through review and verification that requisition form and supporting documents-proforma, have satisfied the procurement requirements. • Return all requisitions that does not meet the requirements to the person responsible immediately

- Perform due diligence on suppliers before processing.
- Check on budget provision with management accountant before processing procurements
- Process accurately procurement through the Technology One system
- Obtain appropriate authorized signatures (Panel A or B) for the service orders
- Register all service orders/ cheques in the register book before giving it out.
- Verify that correct goods are supplied with responsible officers
- Perform reconciliation on invoices and service order details before putting through for payment.
- Report discrepancies from reconciliations to Management Accountant and action as per advise received
- Communicate appropriately with suppliers
- Produce required weekly and monthly reports on status of commitments and payments and discrepancies
- Assist with month end closing
- Provide supporting documentation for audits

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. 2/2019

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 adentana@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Monday 11th March 2019

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 jfagasi@cbsi.com.sb or adentana@cbsi.com.sb