



CENTRAL BANK OF SOLOMON ISLANDS

**APPLICANT INFORMATION PACKAGE**

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Assistant Security Officer
<b>REFERENCE NO.:</b>	1/2022
<b>DEPARTMENT:</b>	Human Resources and Corporate Services
<b>WORK UNIT:</b>	Security Unit
<b>REPORTS TO:</b>	Senior, Security Officer
<b>LEVEL:</b>	11
<b>BASE SALARY RANGE:</b>	SBD\$49,526.02- SBD\$58,139.24
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• Must be able to read and write in English</li><li>• Have the ability to write reports</li><li>• Have good communication ability</li><li>• Physically fit with a clean Police record</li><li>• Must be flexible to work at all times</li><li>• Have some basic Knowledge and skill in security operations</li><li>• Must obtain at least Secondary Education up to form five (5) and above</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Have worked within a similar set up for at least a period of 5 years or with the RSIP/Correctional services or any other well register security firms</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Physically fit</li><li>• Honest and reliable</li><li>• Alert and vigilance at all times</li><li>• Have Good communication skills</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• To balance the competing pressures knowledge transfer, Technical demands and deadlines.</li><li>• To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).</li><li>• To engage in continuous professional development</li><li>• Have some electrical technology knowledge</li><li>• Have some background computer skills in word and excel</li></ul>

<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	To perform all security duties ensuring that the Central Bank of Solomon Islands premises is well secured and safe at all times.
<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To perform regular patrol around the CBSI premises on a 8 hours shift</li> <li>• To report any petty and other serious incidents that happen during tour of duty to security in charge</li> <li>• To perform on the spot checks on all vehicles intending to enter the premises</li> <li>• To check on every person wishing to get access to the CBSI building and other areas</li> <li>• To carry out regular checks on all properties and any unusual occurrences</li> <li>• To check on all offices in making sure that they are properly locked</li> <li>• To compile and submit daily reports to the Senior Security officer</li> <li>• To carry out any other duties that the senior security officer may request from time to time.</li> </ul>
<b>HOW TO APPLY</b>	
<p>To apply for the position, you will need to submit the following:</p> <ol style="list-style-type: none"> <li>(1) An introductory cover letter</li> <li>(2) A completed CBSI Recruitment Application Form (available on CBSI website or contact <a href="mailto:apeter@cbsi.com.sb">apeter@cbsi.com.sb</a> to obtain a copy</li> <li>(3) A current Resume or Curriculum Vitae</li> <li>(4) Two Reference Letters</li> <li>(5) Certificated copies of academic qualifications and transcripts.</li> </ol>	

Incomplete Applications will **not be** considered.

All applications are to be addressed to:

The Secretary  
Central Bank of Solomon Islands  
P O Box 634  
Honiara, Solomon Islands

**Attention: Vacancy No. 1/2022**

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: [apeter@cbsi.com.sb](mailto:apeter@cbsi.com.sb) copied to [recruitment@cbsi.com.sb](mailto:recruitment@cbsi.com.sb)

**CLOSING DATE FOR ALL APPLICATIONS** – 12 April 2022 at 3:30pm.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb> or contact the Human Resource Office on telephone 21791 ext.1412 or email: [apeter@cbsi.com.sb](mailto:apeter@cbsi.com.sb) copy: [jaiapu@cbsi.com.sb](mailto:jaiapu@cbsi.com.sb)