



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Assistant Security Officer
REFERENCE NO.:	2/2022
DEPARTMENT:	Human Resources and Corporate Services
WORK UNIT:	Security Unit
REPORTS TO:	Senior, Security Officer
LEVEL:	11
BASE SALARY RANGE:	SBD\$50,764.17- SBD\$59,592.72
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• Must be able to read and write in English.• Have the ability to write reports.• Have good communication ability.• Physically fit with a clean Police record.• Must be flexible to work at all times.• Must be computer literate.• Have some basic knowledge and skill in security operations.• Must obtain at least Secondary Education up to form five (5) and above.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• 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.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Physically fit.• Honest and reliable.• Alert and vigilance at all times.• Have Good communication skills.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• To balance the competing pressures knowledge transfer, Technical demands and deadlines.• To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).• To engage in continuous professional development.• Have some electrical technology knowledge.• Have some background computer skills in word and excel.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	To perform all security duties ensuring that the Central Bank of Solomon Islands premises is well secured and safe at all times.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • To perform regular patrol around the CBSI premises on 8 hours shift. • To report any petty and other serious incidents that happen during tour of duty to security in charge. • To perform on the spot checks on all vehicles intending to enter the premises. • To check on every person wishing to get access to the CBSI building and other areas. • To carry out regular checks on all properties and any unusual occurrences. • To check on all offices in making sure that they are properly locked. • To compile and submit daily reports to the Senior Security officer. • To carry out any other duties that the senior security officer may request from time to time.
HOW TO APPLY	
<p>To apply for the position, you will need to submit the following:</p> <ol style="list-style-type: none"> (1) An introductory cover letter. (2) A completed CBSI Recruitment Application Form (available on CBSI website or contact apeter@cbsi.com.sb to obtain a copy (3) A current Resume or Curriculum Vitae. (4) Two Reference Letters. (5) Certificated copies of academic qualifications and transcripts. <p>Incomplete Applications will <u>not be</u> considered.</p>	
<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 style="text-align: center;"><u>Attention: Vacancy No. 2/2022</u></p>	
<p>Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: apeter@cbsi.com.sb copied to recruitment@cbsi.com.sb</p>	

CLOSING DATE FOR ALL APPLICATIONS – 18 October 2022 at 4:30pm.

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 copy: jaiapu@cbsi.com.sb