CENTRAL BANK OF SOLOMON ISLANDS

<u>APPLICANT INFORMATION PACKAGE</u>

POSITION TITLE:	Payments System Administrator
REFERENCE NO.:	3/2023
DEPARTMENT:	Information Communication Technology
WORK UNIT:	
REPORTS TO:	Manager, Information Communication Technology
LEVEL:	17
BASE SALARY RANGE:	SBD$130,518.50- SBD$153,217.37
ESSENTIAL QUALIFICATION:	• A degree in Computer Science and Information systems or its equivalent
ESSENTIAL EXPERIENCE:	• Experience with SWIFT Alliance line of product is necessary. • Experience with implementing SWIFT services (SWIFTNet & FIN/FINPLUS) • Experience with medium to large scale IT projects. • Knowledge of basic computing principals, security protocols and methods • Working knowledge of UNIX (Linux) as a user • Working knowledge of SaaS applications. • Understanding of networking protocols, basic firewall rules • Must have Banking/Financial services experience • At least 3 years of experience in a Payment Systems network support/admin role in a reputed financial services organization • Strong trouble shooting and problem-solving abilities • Must have excellent English language soft skills with strong stakeholder management capabilities • Experience in managing LAN and MAN networks. • Experience in Managing virtual Technologies such as Hyper-V and VMware. Both type 1 and Type 2 Hypervisors. • Experience in managing enterprise IT security systems.
ESSENTIAL PERSONAL ATTRIBUTES:	• Must be Punctual/good time keeper both for work and meetings. • Trustworthy. • Works well in a team. • Warm friendly and cooperative. • Prioritizes own work and delivers work on time. • Can work under pressure. • Accurate with attention to detail. • Must be able to work outside of normal business hours. • Willing to learn.

ESSENTIAL TECHNICAL COMPETENCIES	• Knowledge of MT/MX messages • Knowledge of Layer 3 Networking. • Knowledge of SWIFTNet Browse and Alliances line of Products • Knowledge of Payment Systems. • Knowledge of windows-based server environment. • Knowledge of VMware vSphere • Knowledge of CISCO networking devices.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	This position will support the Payment System applications and services; maintaining, upgrading and implementing approved developments of the Bank's Payment Systems, which includes the Automatic Transfer System (ATS), Central Securities Depository (CSD) and SWIFT both their production and Disaster Recovery environments including their BCP plans. To implement the security controls of these systems to ensure they meet international security compliance standards that assures Data integrity is maintained at all times. To work in a fast-paced environment with a wide range of business partners, vendors and technology teams.
MAIN RESPONSIBILITIES	• Payment System services are available and accessible all the time. • Payments Systems must be recoverable in the event that Production site is damaged or destroyed. • To ensure Payment's systems Network remains current, always up and running and available 24-7. • To ensure controlled access to all Payment Systems Data both from internal and externally thus maintains Data integrity. • To ensure normal daily Operation of Payment System Services. • To ensure Standard procedures are followed when, accessing, operating and maintaining Payment System services. • To ensure knowledge continuity risk is addressed through sharing knowledge and thus upskill other team members.

HOW TO APPLY	

To apply for the position, you will need to submit the following:

(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, one of whom must be a former/current employer and/or your lecturer.
(5) Certified copies of academic qualifications and transcripts.

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. 3/2023

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**

CLOSING DATE FOR ALL APPLICATIONS – 20 March 2023 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**