



**CENTRAL BANK OF SOLOMON ISLANDS**

**APPLICANT INFORMATION PACKAGE**

<b>POSITION TITLE:</b>	Foreign Exchange Transactions/Ticketing Officer (FET Officer)
<b>REFERENCE NO.:</b>	7/2023
<b>DEPARTMENT:</b>	Financial Markets and Exchange Control
<b>WORK UNIT:</b>	Exchange Control Unit
<b>REPORTS TO:</b>	Compliance and Reconciliation Officer
<b>LEVEL:</b>	14
<b>BASE SALARY RANGE:</b>	SBD\$85,615.89- 100,505.61
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• Minimum Diploma in Statistics/ Finance/Accounting/Economics/Management/Administration &amp; Public relation. A Bachelor degree position would be an advantage for the position.</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• 1– 5 years in the field of Finance or related work experience. Statistical data collation and compilations. Accounting/economics/administration/finance or Clerical and statistical analysis roles in Financial Institution, Public sector or any related private sector job.</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Be Punctual / good time keeper both for work and meetings.</li><li>• Trustworthy.</li><li>• Works well in a team.</li><li>• Warm friendly and cooperative.</li><li>• Prioritizes own work and delivers accurate work on time.</li><li>• Patient is required at all times when dealing with customers.</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Excel modelling and advanced use of excel functions. (Preferred Skills)</li><li>• Statistical compilations skills and analysis</li><li>• Experiences in other statistical compilation database and tools</li><li>• Macroeconomics (Balance of Payments-BOP).</li><li>• Research skills.</li><li>• Sound understanding of the Regulatory environment (CBSI act, FIA, EC act, Customs &amp; Excise Act, Income tax act etc).</li></ul>

<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	<p>The FET Officer is responsible for the compilation and input of (Foreign exchange transaction/ Tickets) FET data from authorized dealers which contains information on international transactions (foreign exchanges) made by residents and non-residents in and out of the country.</p> <p>To ensure accurate collation and compilations of foreign exchange transaction data, which are conducted on a weekly/monthly basis, as sanctioned by the Exchange Control Act and in conformity with the IMF approved Balance of Payment (BOP) 5th edition manual.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To produce monthly FET report for country's Balance of Payment (BOP) reporting and analysis in accordance to BOP requirement of the Economics, Research and Statistical Department (ERSD).</li> <li>• Produce weekly forecast reconciliation spreadsheet to reconcile and ensure A1 approvals reported in the FET data.</li> <li>• To assist update exchange rates, Bokolo Bills and Treasury Bills Information in Bloomberg. – To Assist extracting and sourcing exchange rate via Bloomberg and Reuters terminal.</li> <li>• To provide specific FET data reports and brief assessment of specific transactions by banks and by applicants and by destinations as and when requested by Unit head, Managers, Chief Managers for investigations, economic analysis and financial assessment undertakings and general socio-economic reporting.</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, one of whom must be a former/current employer and/or your lecturer</li> <li>(5) Certified copies of academic qualifications and transcripts.</li> </ol> <p>Incomplete Applications will <b><u>not be</u></b> considered.</p>	
<p>All applications are to be addressed to:</p> <p>The Secretary  Central Bank of Solomon Islands  P O Box 634  Honiara  Solomon Islands</p> <p><b><u>Attention: Vacancy No. 7/2023</u></b></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](mailto:apeter@cbsi.com.sb) copied to [recruitment@cbsi.com.sb](mailto:recruitment@cbsi.com.sb)

**CLOSING DATE FOR ALL APPLICATIONS – 27<sup>th</sup> December 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](mailto:apeter@cbsi.com.sb) copy: [jaiapu@cbsi.com.sb](mailto:jaiapu@cbsi.com.sb)