



**CENTRAL BANK OF SOLOMON ISLANDS**

**APPLICANT INFORMATION PACKAGE**

<b>POSITION TITLE:</b>	Properties Procurement Officer
<b>REFERENCE NO.:</b>	6/2024
<b>DEPARTMENT:</b>	Human Resources & Corporate Services
<b>WORK UNIT:</b>	Corporate Services Unit
<b>REPORTS TO:</b>	Supervisor Properties
<b>LEVEL:</b>	Level 15
<b>BASE SALARY RANGE:</b>	\$103,807.23 - \$121,860.66
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• Tertiary qualification in Procurement or Business Studies or Land Management.</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• At least 2 years work experience in procurement systems, budget management &amp; supplier negotiation.</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Ability to make sound judgement and initiative.</li><li>• Must be Trustworthy.</li><li>• Must be Honest</li><li>• Must be a Team Player.</li><li>• Must be committed to work.</li><li>• Willing to work during weekends and public holidays.</li><li>• Able to work under pressure.</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Competent in Microsoft office applications esp. excel.</li><li>• Ability to communicate at all levels internally and externally.</li><li>• Good in Oral and writing skills</li><li>• Visionary and Creative</li><li>• Have Driving License</li></ul>

<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	Responsible for all ordering/purchasing and delivery records, input and raising of history sheets for service orders and ensuring that the ordered items reached their destinations within scheduled time.
<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Assess all requested orders and make recommendations for endorsement.</li> <li>• Assist Properties &amp; Loans Officer (PLAO) with Furniture Inventories, New Furniture Order for Residential &amp; Office Building &amp; Organize Asset Disposal Activities.</li> <li>• Facilitate all hire of Bank Properties &amp; keep update Hire register for reporting purposes.</li> <li>• Responsible for Stationery Orders, Distribution of Stationeries to Departments AAs &amp; keep accurate inventories for report purposes.</li> <li>• Prepare work schedule and corresponding order schedule.</li> <li>• Identify material suppliers and collect at least three (3) quotations.</li> <li>• Liaise with accounts section for proper quoting and budgetary enquiries on all orders.</li> <li>• Prepare history sheet with endorsed quotes and liaise with accounts for arranging Service Orders.</li> <li>• Keep records of all orders (Quotes, History Sheets, Service orders, Invoices, delivery orders and receipts).</li> <li>• Supervise collection of orders from right suppliers and delivery to correct locations.</li> <li>• Assist Official Driver when requested.</li> <li>• Assist Corporate Services &amp; Human Resources Team during Bank Hosted Activities &amp; Events.</li> <li>• Assist Loans Officer and Maintenance Team when required.</li> <li>• Maintain a good relationship with suppliers and facilitate negotiated deals, offers, credit facility as and when required.</li> <li>• Assist Provide Corporate Services Supervisor &amp; Manager with all necessary Data required for Budgeting Purposes.</li> <li>• Prepare quarterly report to HRCS management on all orders in consultation with S/Properties.</li> <li>• Assist with other duties as and when requested by HRCS management through S/Properties.</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>

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. 6/2024**

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> September 2024.

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)