



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Assistant Security Officer
REFERENCE NO.:	3/2025
DEPARTMENT:	Human Resource and Corporate Services Department
UNIT:	Corporate Services
REPORTS TO:	Senior Security Officer
LEVEL:	Level 11
BASE SALARY RANGE:	\$\$SBD55,170.50- \$\$SBD64,765.37
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• Certificate/Diploma at SICHE or Any other recognized institution with Administration/IT as Core subject.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• At least five years' experience in any security related or disciplinary force areas. Knowledge in operating Electronic Security System.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Must be Punctual/good time keeping both for work and meetings.• Must be Honest and Trustworthy.• Must be a team player.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Understand the need for respect for public, clients and customers and the general Bank Staff.• Ability to communicate verbally on a clear and concise manner.• Ability to write a clear report to ensure information is conveyed accurately and objectively.• Ability to identify emergency situation risk factors at the workplace.• Understand the role of security in emergency situations and providing workplace care and safety.
BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none">• Able to work under pressure• Must be cooperative at all times• Able to interact with other staff and customers of the Bank.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	To man and operate Bank security systems and maintain daily monitoring of all security areas with the aid or use of security surveillance cameras and maintain records of any suspicious movement or behavior.
MAIN RESPONSIBILITIES	<p>Assist the Senior Security Officer to ensure security policies and regulations are enforced and observed at all times;</p> <ul style="list-style-type: none"> • Assist /attend to regular testing of all security facilities and equipment in the building; • Assist Senior Security Officer to submit monthly, quarterly and annual security reports; • Assist/perform monthly backup of bank security systems; • Assist/provide manual security of the CBSI HQ building during working hours • Develop and deliver emergency procedures training to staff. • Attend to official request(s) or call(s) outside office hours; • Attend/facilitate access for commercial banks and SIG direct deposits; • Attend to all security facilities and equipment in the building and fault reports; • Assist/provide escort to all currency operations;
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, one of whom must be a former/current employer and/or your lecturer; (5) Certified 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. 3/2025</u></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

CLOSING DATE FOR ALL APPLICATIONS – 19th February 2025.

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