



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Media and Graphics Officer
REFERENCE NO.:	1/2025
DEPARTMENT:	Risk Management & Corporate Communication Department
UNIT:	Corporate Communications Unit
REPORTS TO:	Manager, Corporate Communications Unit
LEVEL:	Level 14
BASE SALARY RANGE:	\$SBD89,468.60 - \$SBD105,028.36
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• A Bachelor’s degree in Graphic Design, Multimedia Arts, or a related field.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• Minimum of 5 years’ experience in the local media industry is an advantage.• Proven experience in graphic design and multimedia production.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Displays professionalism, integrity and high ethical standards.• Attention to details preciseness and accuracy.• Team Player.• Results oriented.• Attention to deadlines.• Commitment to excellence.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Proficiency in graphic design software such as Adobe Creative Suite.• Experience with video editing tools and multimedia software (e.g Adobe Premiere, After Effects or Apple Mac Software’s- Final Cut Pro.• Excellent communication and collaboration skills.• Knowledge of current design trends and best practice.• Excellent communication skills with good verbal and written skills in English.• Be able to use digital SLR cameras for taking picture and video and audio editing and use of other media production tools and software.• Stays current with graphic design and multimedia software/tools.• Can work closely with IT to troubleshoot and resolve technical issues related to graphic and multimedia production.• Can continuously enhance skills and knowledge.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	The Media and Graphics Officer plays a crucial role in developing and executing creative visual content for the Central Bank of Solomon Islands. This position is responsible for producing high-quality graphics, videos, and other multimedia materials to support the communication, education, and awareness initiatives of the Bank.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • To create visually appealing and effective graphic designs that align with CBSI’s branding and communication goals. • To produce high-quality multimedia content that enhances CBSI’s digital presence and effectively communicates its message. • To develop compelling and creative content that effectively communicates CBSI’s messages and engages the target audience. • To maintain and enhance CBSI’s brand identity across all platforms and ensure consistent messaging and visual representation. • To foster effective collaboration and communication within the team and with other departments to ensure cohesive and successful project execution.
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. 1/2025</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