CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Systems Administrator
REFERENCE NO.:	5/2025
DEPARTMENT:	Information and Communication Technology Department
UNIT:	
REPORTS TO:	Senior System and Network Administrator
LEVEL:	17
BASE SALARY RANGE:	$SBD146,102.93 - $SBD 171,512.14
ESSENTIAL QUALIFICATION:	• Degree in Computing Science and Information System or relevant. Degree in Information Technology.
ESSENTIAL EXPERIENCE:	• At least five (5) years experiences in system administrator or similar role.
ESSENTIAL PERSONAL /BEHAVIOURAL ATTRIBUTES:	• Quality Focus • Achieving Excellence • Must be a team player • Collaboration and communication • Analytical thinking and Problem Solving • Attention to detail (Dependability and Reliability) • Digital Orientation
ESSENTIAL TECHNICAL COMPETENCIES	• Proven experience with windows server and Linux operating system. • Hands-on experience with database system such as MS SQL server, MySQL and Oracle. Must be a computer expert keeping update with the latest technology.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	The systems Administrator position will be responsible for the implementation, management and maintenance of Bank's systems, database and backups to support critical and non-critical bank's functions and operation. The position will also implement the security controls and backup strategies on the banks available programs/software and systems to protect the bank information/data and programs.
MAIN RESPONSIBILITIES	- Upgrade, Install and configure the Bank's Hardware, software on both the Production and the DR sites to ensure CBSI computer network systems are optimally functioning at all times in order for the Bank's employees to have secure and efficient computer systems by working with the supplier of the servers and other IT personnel on configuring and installing the servers' operating system and other required systems in the Bank. - Manage and maintain the functions of the Bank's systems and applications, network (LAN & WAN) including network devices, firewall application and internet connections to ensure appropriate access, secure network services and corporate data are granted and maintained at all times by setting up network users accounts, workstations, printers and other network devices, security tools and by fixing all hardware, software and network problems. - Document and communicate the systems setups, configurations and procedures to mitigate risks and maintain operational consistency with a clear roadmap by creating appropriate procedures and regular review of the procedure/processes/tasks. - Monitor, detect and respond to the servers, systems and network performance issues or failures to ensure their optimal performances by performing advance server monitoring solutions and addressing issues identified from the security application tools. - Analyze and assess the system logs to identify, detect and make prompt decision and actions on trends, vulnerabilities, or potential problems for smooth and continuity operations by regular review of systems and network logs, collaborating with other IT members and researching for new solutions. - Develop and manage the backup strategy to ensure systems and data recovery in case of failure or disaster by creating backups on tapes and hard drives, perform replications of production systems and data to DR servers and by continuous review and update the Backup strategy/procedures. - Test the backups to ensure validity of data integrity and recovery processes by collaborating with other IT officers using the banks software (Veeam) and during the testing the systems at the Disaster Recovery site. - Implement and report the security protocols to protect sensitive data and restrict unauthorized access by collaborating with ICTD members on the deployment of the latest security protocols (network security protocols & Internet security Protocols) and by

	providing update reporting on the implementation of the security protocols to SSNA and ICTD Management.
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. 6/2025

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 – 16th May 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**