



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Plumbing Maintenance Technician
REFERENCE NO.:	13/2025
DEPARTMENT:	Human Resource and Corporate Services Department
UNIT:	Corporate Services
REPORTS TO:	Manager, Corporate Services
LEVEL:	Level 12
BASE SALARY RANGE:	\$SBD66,670.03 - \$SBD78,264.82
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• Certificate or Diploma in Plumbing & Allied Trades
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• Over 3 years' experience in a plumbing and maintenance role and must completed an apprenticeship program.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Integrity and Reliability• Initiative and self-motivation• Patience and Resilience• Professionalism• Adaptability• Practical and logical with common sense• Must be Honesty/Trustworthy
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Competent in using carpentry and plumbing tool• Ability to communicate internally with staff and externally with trades and contractors.• Have basic computer knowledge for writing work orders and reports,• Having a valid driving license is an advantage
BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none">• Problem Solving and Analytical• Attention to details• Reliability and Accountability• Ability to communicate at all levels internally and externally.• Must be punctual• Can work under pressure and on weekends• Prioritizes Bank work and delivers work on time.• A good team player.
JOB DESCRIPTION	

JOB SCOPE AND PURPOSE	To perform installation of plumbing systems, and preventative/reactive maintenance on plumbing systems to CBSI office buildings, residential buildings and other facilities,
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out regular maintenance of plumbing systems at office buildings, residential and other facilities • Perform installation of plumbing systems at new properties • Perform any necessary repairs to previously installed systems • Attend to work orders and calls for plumbing issues from staff • Keep up to date with current safety regulations and requirements for the various plumbing systems a company installs and maintains • Manage a work log • Keep detailed reports of work done at various job sites • Provide information regarding plumbing system upkeep • Assist the Bank's maintenance team in construction of new buildings or as required. • Carry out other duties as instructed by the Supervisor properties and or Manager, Corporate Services from time to time.
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: The Secretary Central Bank of Solomon Islands P O Box 634 Honiara Solomon Islands</p> <p><u>Attention: Vacancy No. 13/2025</u></p> <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</p> <p><u>CLOSING DATE FOR ALL APPLICATIONS – 10th December 2025.</u></p>

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