



**CENTRAL BANK OF SOLOMON ISLANDS**

**APPLICANT INFORMATION PACKAGE**

<b>POSITION TITLE:</b>	Payments System Administrator
<b>REFERENCE NO.:</b>	4/2026
<b>DEPARTMENT:</b>	Information Communication Technology
<b>WORK UNIT:</b>	
<b>REPORTS TO:</b>	Senior Business System Analyst
<b>LEVEL:</b>	15/16
<b>BASE SALARY RANGE:</b>	SBD\$124,874. 30 - \$146,591.57
<b>ESSENTIAL QUALIFICATION</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in Computer Science, Information Technology, or related field.</li><li>• Minimum 5-year experience with SOLATS, SWIFT, or Similar Payment Systems.</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• 5+ years using SOLATS and SWIFT Payment systems or similar role.</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Must be Punctual/good time keeper both for work and meetings.</li><li>• Honesty and with Integrity</li><li>• Must be Trustworthy.</li><li>• Prioritizes own work and delivers work on time.</li><li>• Can work under pressure.</li><li>• Accurate with attention to detail.</li><li>• Must be able to work outside of normal business hours.</li><li>• Proactive, analytical, and team oriented.</li><li>• Excellent verbal and written communication skills across all levels, internally and externally.</li><li>• Must be organized, analytical and capable of identifying and solving problems.</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Network administration, troubleshooting, security, Backups and DR.</li></ul>

**JOB DESCRIPTION**

**JOB SCOPE AND PURPOSE**

Ensuring the Bank’s Payment System applications and services are operational, secure, and compliant at all times. This includes managing the Automatic Transfer System (ATS), Central Securities Depository (CSD), and SWIFT System across both production and disaster recovery environments, while implementing security controls to maintain data integrity and meet international standards.

**MAIN RESPONSIBILITIES**

- A. Payment System Operations:**
  - Maintain uptime and schedule downtimes without disrupting business processes.
  - Apply critical updates within two days of release.
  - Ensure production and backup systems are equally prioritized.
  - Ensure Payments systems network is constantly monitored that ensures 99% uptime delivery of Payment System services.
  - Liaise with Infrastructure Unit on Payment System Server upgrades or maintenance and ensure correctly implemented within the scheduled period.
- B. Payment Systems Network Management:**
  - Collaborate with the Infrastructure Unit and the vendors for upgrades for improvements.
  - Work with vendors or external contractors in maintaining or improving Payment systems network.
  - Monitor, Analyze and recommend ways to enhance the Payment System network.
- C. Payment Systems Data Security & Compliance:**
  - Enforce security protocols, including Multi-Factor Authentication.
  - Perform and verify backups; maintain DR Synchronization.
  - Monitor Payment Systems daily for breaches and maintain logbooks.
  - Ensure all Payment Systems rules are properly observed and followed. • All Payments System Servers must be running a licensed anti-virus software with virus definitions updated daily.
- D. Technical Support:**
  - Troubleshoot issues and take appropriate corrective actions and or interact with other team members within the Business System Unit or external vendors.
  - Perform installations/configuration with prior approval from the Senior Business System Analyst or ICTD management.
  - Monitor Payment systems performances and capacity and collaborate with the appropriate support team if unusual message is prompted. Central Bank of Solomon Islands - Job Description
  - All System downtimes must be scheduled downtimes with no disruption to normal Business operations.
  - Work with the team on Payment Systems Projects and Services-related activities.

- Respond promptly to user support requests.
- E. Payment Systems Documentation:**
- Maintain accurate documentation for operations (procedures), backups (backup & restore procedures) and credentials (administrators and users)
  - Communicate changes/upgrades to stakeholders.
- F. Disaster Recovery:**
- Ensure DR Payments Systems are operational 24/7.
  - Lead failover processes between Production and DR environment.

## 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](mailto: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. 4/2026**

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 – 8<sup>th</sup> April 2026 at 4:30pm.**

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)