



## **JOB VACANCY NO: 01/22**

The Central Bank of Solomon Islands is seeking applications for a suitably qualified, experienced with highly trusted and self-motivated person to fill the position of **Assistant Security Officer** currently vacant in the **Security Unit, Human Resources and Corporate Services Department**.

### **Expected Outcomes:**

To perform all security duties ensuring that the Central Bank of Solomon Islands premises is well secured and safe at all times.

### **Other expected roles/responsibilities of the Assistant Security Officer as follows:**

- To perform regular patrol around the CBSI premises on a 8 hours shift
- To report any petty and other serious incidents that happen during tour of duty to security in charge
- To perform on the spot checks on all vehicles intending to enter the premises
- To check on every person wishing to get access to the CBSI building and other areas
- To carry out regular checks on all properties and any unusual occurrences
- To check on all offices in making sure that they are properly locked
- To compile and submit daily reports to the Senior Security officer
- To carry out any other duties that the senior security officer may request from time to time.
- Any other duties as may be required from time to time by the immediate supervisor, **Manager and Chief Manager HRCSD Department**.

Refer to Job Description accessible via CBSI website or by emailing [apeter@cbsi.com.sb](mailto:apeter@cbsi.com.sb) .

### **Qualifications / Requirements:**

The applicant must:

- Must be able to read and write in English
- Have the ability to write reports
- Have good communication ability
- Physically fit with a clean Police record
- Must be flexible to work at all times
- Have some basic Knowledge and skill in security operations
- Must obtain at least Secondary Education up to form five (5) and above

**Terms and Condition:**

The position is Level 11 of the CBSI salary structure. Other normal benefits as per Terms and Conditions of Service of CBSI shall apply to the successful applicant.

**Application:**

Written application must include:

- An updated Curriculum Vitae,
- 2 reference letters, one of whom must be a former/current employer and/or your lecturer
- Certified copies of academic transcripts.

Incomplete Application will not be considered. Only shortlisted applicants will be contacted.

**Application Due Date**

All applications shall reach the Central Bank of Solomon Islands no later than **3.30 pm on 12 April 2022** and shall be address to:

**The Secretary, Central Bank of Solomon Islands, P O Box 634, Honiara, Solomon Islands**  
or emailed to [apeter@cbsi.com.sb](mailto:apeter@cbsi.com.sb) or [recruitment@cbsi.com.sb](mailto:recruitment@cbsi.com.sb)