



**CENTRAL BANK OF SOLOMON ISLANDS**

**APPLICANT INFORMATION PACKAGE**

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Manager Legal
<b>DEPARTMENT:</b>	Risk Management & Corporate Communications Department
<b>WORK UNIT:</b>	Legal Unit
<b>REPORTS TO:</b>	Chief Manager RMCCD/Secretary to Board
<b>RESPONSIBLE FOR:</b>	Legal Unit
<b>LEVEL:</b>	19
<b>BASE SALARY RANGE:</b>	\$228,407.35 - \$268,130.36
<b>ESSENTIAL QUALIFICATION:</b>	A Law Degree (LLB) and a valid Practicing Certificate
<b>ESSENTIAL EXPERIENCE:</b>	At least five years' experience working in a corporate law practice and/or In house legal counsel is an advantage.
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Must be time conscious (time management) and ability to work autonomously as part of a team</li> <li>• High level integrity and professional accountability</li> <li>• Must have neat and pleasant appearance</li> <li>• Strategic and Creative</li> </ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Well versed with Central Bank laws and regulations; and those that governs the operations of central bank.</li> <li>• Broad understanding and knowledge in commercial and corporate law</li> <li>• Excellent negotiation and drafting skills</li> <li>• Excellent written and verbal communication skills including presentation skills</li> <li>• Administrative and managerial skills</li> <li>• Analytical and logical reasoning skills</li> <li>• Paying attention to detail</li> <li>• Technology skills</li> <li>• Advocacy</li> </ul>
<b>ESSENTIAL BEHAVIOURAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Punctual and good time keeper</li> <li>• Team work</li> <li>• Trustworthy and respectful</li> <li>• Can work under pressure</li> <li>• Leadership skills</li> <li>• Resilience and Self confidence</li> </ul>

## JOB DESCRIPTION

<b>JOB SCOPE AND PURPOSE</b>	Assist in protecting the Bank's legal interest and maintaining its operations within the scope established by law. Identifies and analyses legal issues, drafts key policies, presents clear recommendations to management, and assures legal compliance. Manages the operations of the legal unit.
<b>MAIN RESPONSIBILITIES</b>	Includes: <ul style="list-style-type: none"><li>• Develop, Draft and Review all Internal Bank Policies, Guidelines and Procedures including conducting trainings and awareness for the staff and management.</li><li>• Promoting internal legal compliance and risk management best practice throughout the organization.</li><li>• Assist with the review and drafting of Legislation and Regulation relating to central banking operations.</li><li>• Represent the Bank in legal proceedings.</li><li>• Manage the Legal Unit and its resources.</li><li>• Undertake other specific unit management tasks delegated by the department head.</li></ul>

## HOW TO APPLY

To apply for the position, please submit the following:

- (1) An introductory cover letter
- (2) A completed 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
- (5) Certificated copies of academic qualifications and transcripts.

Incomplete Applications will not be considered. Only shortlisted candidates will be contacted.

All applications are to be addressed to:

The Secretary  
Central Bank of Solomon Islands  
P O Box 634  
Honiara  
Solomon Islands

Attention: Vacancy No. 3/2022

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 – 6<sup>th</sup> January 2023 at 4:30pm**

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).