



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

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| POSITION TITLE: | Administrative Assistant |
| REFERENCE NO.: | 6/2023 |
| DEPARTMENT: | Human Resource and Corporate Services |
| WORK UNIT: | |
| REPORTS TO: | Chief Manager, Human Resource and Corporate Services |
| LEVEL: | 13 |
| BASE SALARY RANGE: | \$73,241.43- \$85,979.07 |
| ESSENTIAL QUALIFICATION : | <ul style="list-style-type: none">• A Degree in Office Administration or in Secretarial Studies. |
| ESSENTIAL EXPERIENCE: | <ul style="list-style-type: none">• Three years to five years in an administrative assistant / secretarial role. |
| ESSENTIAL PERSONAL ATTRIBUTES: | <ul style="list-style-type: none">• Must be Punctual for Work.• Trustworthy.• Works well in a team.• Warm friendly and cooperative.• Prioritizes own work and delivers work on time. |
| ESSENTIAL TECHNICAL COMPETENCIES | <ul style="list-style-type: none">• Competent in Microsoft Word, Excel, and desk top publishing software.• Professional competency in data inputting speed and accuracy with an emphasis on report layout.• Logical, creative and methodical• Ability to communicate at all levels internally and externally.• Competent report presentation and production skills. |
| JOB DESCRIPTION | |
| JOB SCOPE AND PURPOSE | Is to provide personal administration assistance to the Chief Manger and Managers HR&CS Department. Also, provides general administrative assistance to the entire HR&CS Department. |

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| <p>MAIN RESPONSIBILITIES</p> | <ul style="list-style-type: none"> • Maintain Appointment and Engagement Diary for Chief Manager-HRCSD/Secretary to Management Committee. • Type all draft minutes, reports, Board papers, research papers and any other documentations that may be assigned by Chief Manager HRCSD/Secretary – MC. • Send notice of meetings to Management Committee Members and make sure there is a quorum when confirming their attendances. • Preparation and compiling of Board Papers, MC Papers for distributions. These papers should be ready and dispatched well before time for the meetings. • Responsible for providing coffee/tea services to Members of the Board during Board Meetings and Managers during MC meetings. • Responsible for up to date maintenance of Chief HRCSD, Secretary -MC and HRCSD files. • Responsible for distribution and circulation of files, letters circulars, memorandums and other documents to and from Chief Managers desk. • Send State of Play Notes (SOPN) to HRCSD Supervisors and Assistant Manager every Friday mornings so that SOPN are compiled and handed to Chief Manager for reporting at the Management meetings. • Responsible for the stationery stock orders and issues for the Bank. • Responsible for stock and issuing of HRCSD and AIT stationery stock. • Responsible for stocking and issuing of cleaning detergents and other equipment's for office cleaners' use. Issue of toilet tissue every morning to the mid floor convenient rooms. • Responsible for overseeing the use of the HRCSD printer and photocopying machine. • Stand in for Executive Secretary to Governors office whenever she is absent from office. • Responsible for recording and dispatching of all outgoing cheques by mail. • Responsible for applying for exemption permits for Technical Assistants from other countries. • Carryout any other duties that may be assigned from Chief Manager HRCSD/Secretary to the MC. |
| <p>HOW TO APPLY</p> | |
| <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. | |

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. 6/2023

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 – 23rd August 2023 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 copy: jaiapu@cbsi.com.sb