



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Maintenance Officer- Carpentry
REFERENCE NO.:	7/2024
DEPARTMENT:	Human Resources & Corporate Services
WORK UNIT:	Corporate Services Unit
REPORTS TO:	Supervisor Properties
LEVEL:	Level 12
BASE SALARY RANGE:	\$64,728.18 - \$75,985.26
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• Certificate or Diploma in Carpentry & Joinery
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• 4 years' experience in construction and building maintenance.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Must be Punctual.• Must be Trustworthy.• Must be a Team Player.• Must be committed to work.• Willing to work during weekends and public holidays.• Able to work under pressure.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Report Writing.• Negotiation with Contractors.• Communicate well with internal and external stakeholders.• Creative and practical with commitment to accomplish works.• Must have a driving license.• Some skills in Microsoft words/excel.• Supervision and planning budgeting skills.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	To support the Corporate Service Unit in ensuring the Bank's Properties are well maintained, compliant with appropriate regulations and safe for use.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • To be responsible for all Carpentry, Joinery and Painting works in the maintenance section. • Respond to Bank's/tenants' requests for maintenance repairs or renewals within Bank properties in terms of carpentry and painting works. • Ensure that the Bank's properties obtain best value in relation to building maintenance. • Along with Properties officer identify furniture for acquisition. • Along with the Plumbing and Electrical maintenance officers, undertake pre and post inspection surveys of all properties to ascertain the nature and extent of any necessary repairs and to check works against contractors. • Assess all carpentry and or painting works and prepare work program, material schedule and costing. • Recommend outsourcing of carpentry/painting works externally as seen fit and assist in preparation of contract documents and tendering process for outsourced works. • Along with the maintenance team Identify, procure and deliver materials to work sites or as needed for repair/maintenance projects. • Monitor all materials and works undertaken and update job register. • Maintain and keep records of all maintenance tools and equipments. • Report any defects seen on Bank properties, advice on possible remedial action and /or fix as appropriate. • Carry out any other duties as requested e.g., Driving and tent set-up.
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>	

P O Box 634
Honiara
Solomon Islands

Attention: Vacancy No. 7/2024

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 – 27th September 2024.

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