



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:		Driver
REFERENCE NO.:		5/2025
DEPARTMENT:		Human Resource and Corporate Services Department
UNIT:		Corporate Services
REPORTS TO:		Manager Corporate Services
LEVEL:		Contract Basis
ESSENTIAL QUALIFICATION:		
ESSENTIAL EXPERIENCE:		<ul style="list-style-type: none">• 2-3 years driving Heavy Public Service Vehicle.
REQUIREMENTS		<ul style="list-style-type: none">• Possession of a valid Solomon Islands Heavy Public Service Vehicle License.• Possession of a Police Clearance Certificate.• Possession of references from at least two previous employers.• Ability to read and write at a level necessary to perform the required duties.• Ability to exercise good judgement and extreme caution while driving.• Ability to meet the physical requirements necessary to safely and effectively perform required duties.
ESSENTIAL PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES:		<ul style="list-style-type: none">• Must be Punctual to work at all times.• Must be Honest and Trustworthy.• Must be a team player.• Able to work under pressure• Must be cooperative at all times
JOB SCOPE AND PURPOSE		Responsible for transporting children from school to home or from home to school. Picks up children

	along scheduled route and ensures the safety of the children while in the school bus.
<p>MAIN RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Transport children to and from school. • Pick up children along scheduled routes at the same time every day. • Before stopping, operate stop sign and flashing lights on bus to alert traffic. • Check the bus tires, lights, and oil and do other basic maintenance. • Pick up and drop off kids at designated locations. • Follow a planned route on a time schedule. • Help disabled children get on and off the bus. • Ensure children stay in their seat at all times. • Discipline unruly children. • Follow traffic laws and state and federal transit regulations • Follow safety procedures to make sure they and all kids are safe • Maintain vehicle log book and report any incidents involving the vehicle. • Ensure the vehicle is in clean condition at all times. • Perform other related duties as assigned. • •
<p>HOW TO APPLY</p>	<ul style="list-style-type: none"> •
<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:</p> <p style="text-align: center;">The Secretary Central Bank of Solomon Islands P O Box 634</p>	

Honiara
Solomon Islands

Attention: Vacancy No.
5/2025

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
– 19th February 2025.

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