



**CENTRAL BANK of SOLOMON ISLANDS**  
P.O. BOX 634, Honiara, Solomon Islands

**Vacancy No: 03/14**

**28<sup>th</sup> August, 2014**

## **Assistant Security Officer**

The Central Bank of Solomon Islands (CBSI) is seeking applications from suitably qualified and experienced person for the following vacant position in the Bank.

### **Assistant Security Officer**

#### **Duties and Responsibilities but not limited to the following;**

- Assist the Senior Security Officer (SSO and other Security Officers) to ensure security policies and regulations are enforced and observed at all times;
- Assist SO in providing relevant information for the Security Unit's monthly, quarterly and annual reports;
- Assist/provide surveillance patrol within and around the CBSI HQ building area during working hours
- Assist SSO and other Security Officers in any training of staff on all aspects of security especially in the areas of holdups, fire and other natural disasters;
- Provide escorts and carryout office check and lock up duties,
- Report or advise management through SSO of any outside threats to the Bank;
- To carry out other duties as instructed by the SSO or Manager Corporate Services /Chief Manager HRCSD

#### **Qualifications / Requirements:**

The applicant must:

- Have at least a Certificate/Diploma in Administration from any recognized institution
- Have at least 3 years' experience in security related work or institution
- Honest and hardworking, be able to meet work deadlines and able to work after hours whenever required
- Be able work under pressure in a team environment
- Be fluent both in oral and written English.
- Be energetic and physically fit.
- Females are highly encouraged to apply.

#### **Terms and Condition:**

The position is Grade 2.1 level 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.

**Application Due Date**

All applications shall reach the Central Bank of Solomon Islands no later than **4.30 pm on 12th September 2014** and shall be address to:

**The Board Secretary, Central Bank of Solomon Islands, P O Box 634, Honiara, Solomon Islands.**

Details of the position can be accessed on CBSI Website [www.cbsi.com.sb](http://www.cbsi.com.sb) under job vacancies.