

RESERVE BANK OF FIJI



EMPLOYMENT OPPORTUNITY

The **Reserve Bank of Fiji** is an Equal Employment Opportunity (EEO) Employer and promotes Quality Management through Teamwork (QMT) and related productivity concepts of continuous improvement, team building and customer focus. Our role is to regulate the issue of currency, and the supply availability and international exchange of money; promote monetary stability, promote a sound financial structure, foster credit and exchange conditions conducive to the orderly and balanced economic development of the country, to regulate the insurance industry and to regulate the capital markets and securities industry.

We are seeking the services of an experienced individual who will be able to work as part of a dynamic Team and invite applications for the following position.

SECURITY OFFICER

CATEGORY 2 SALARY RANGE: \$ 23,985 - \$ 32,451

Ref. No: 23/10

This position reports directly to the Manager Security in the Currency & Corporate Services Group. The successful candidate will be required to maintain physical security of Bank premises, equipment and staff for the Reserve Bank buildings, tenants and visitors. In addition, the successful candidate will be required to act as the initial point of contact for visitors to Bank premises and manage initial contacts to meet the appropriate standards of customer service without compromising the Banks security measures.

Candidates must have at least three years experience in a professional security role, be physically and mentally fit, disciplined, well organised and self-motivated. Other essential requirements include Form 7 / Year 13 qualification, good communication skills, team player, security vigilance and basic computer skills. Candidates with a Diploma qualification in a related discipline are also encouraged to apply.

GENERAL INFORMATION

Applications must be submitted using the Reserve Bank online application form which is available on our website, <https://www.rbf.gov.fj/careers/>. All application letters are to be addressed with the ***Position Title*** and the ***Reference Number*** to:

CONFIDENTIAL

**The Governor
Reserve Bank of Fiji
SUVA**

For further information, please contact Ms Sukhia Go, Manager Human Resources on telephone 3223228 or email sukhia@rbf.gov.fj

Hardcopy applications will not be accepted.

Applications close on Friday, 02 June 2023 at 5:00pm.

Due to the large number of applications received for our vacancies, only successful candidates will be contacted for an interview. We appreciate the time invested in all submitted applications.