

RESERVE BANK OF FIJI



EMPLOYMENT OPPORTUNITIES

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; regulate the insurance industry; and regulate the capital markets and securities industry.

We are seeking the services of experienced individuals who will be able to work as part of a dynamic Team and invite applications for the following positions:

EXAMINER (2) – FINANCIAL INSTITUTION SUPERVISION 1 & 3

SALARY RANGE: \$31,266 - \$42,302

Ref. No: EA17/11 & 17/12

This position reports directly to the Manager (Financial Institution Supervision) in the Financial Institutions Group. The successful candidate will be part of front-line supervision teams evaluating, interpreting and reporting risks arising from the practices and policies of supervised institutions, and focusing on the safety and soundness of the financial institution and its compliance with relevant laws and regulations. Examiners summarise their analysis and make recommendations in a written report and also have the unique opportunity to present recommendations to senior management of financial institutions.

Candidates must possess at least a Bachelors Degree in Accounting, Banking, Finance, Economics or any other related discipline. Must have the ability to write clearly and concisely, and interact with individuals at all levels of an organisation. A solid understanding of basic accounting procedures, financial analysis and risk management is strongly preferred. Other key competencies required include familiarity with Word, Excel and PowerPoint, ability to learn new systems or software, strong written, oral and numeric skills, ability to develop and maintain working relationships with both internal and external parties, and attention to detail.

ANALYST (1) - POLICY & RESEARCH

SALARY RANGE: \$31,266 - \$42,302

Ref. No: EA17/13

This position reports directly to the Manager (Policy & Research) in the Financial Institutions Group. The successful applicant will be part of the team that; drives the development and review of supervision policies and standards, provides advice on issues affecting Fiji's financial system/structure and undertakes the Reserve Bank's licensing work.

Candidates must possess at least a Bachelors Degree in Accounting, Economics, Banking and Finance or other related disciplines. A good understanding of economics and/or finance and a willingness to learn about global and domestic financial markets, policies and institutions is required. Other key competencies required include familiarity with Word, Excel and PowerPoint, ability to learn new systems or software, strong written, oral and numeric skills, ability to develop and maintain working relationships with both internal and external parties, good time management skills, well developed research skills, and attention to detail.

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ANALYST (1) – STATISTICS

SALARY RANGE: \$31,266 - \$42,302

Ref. No: EA17/14

This position reports directly to the Manager (Statistics) in the Financial Institutions Group. The successful applicant will be responsible for the cleansing and evaluation of financial system data, and contribute towards the supervision of licensed financial institutions as well as macro prudential surveillance. Specific responsibilities will include stress testing, ensuring the accurate verification and consolidation of financial system data, reporting on and conducting presentations on macro prudential surveillance results and the condition of the financial system or parts thereof.

Candidates must possess at least a Bachelors Degree in Accounting, Economics, Banking and Finance or other related disciplines, proven ability to work under pressure with minimum supervision and delivery of timely results. Other requirements include strong analytical, report writing and presentation skills which are complemented by proficiency in the use of spreadsheets, word processing and computer packages.

REGISTRY OFFICER (1) – DOMESTIC MARKETS

SALARY RANGE: \$21,414 - \$28,972

Ref. No: EA17/15

This position reports directly to the Manager Domestic Markets in the Financial Markets Group. The Domestic Markets, Financial Markets Group is primarily responsible for the implementation of monetary policy and providing banking advice and services.

The successful candidate must possess a Diploma in Accounting and Financial Management, Economics, Banking and Finance or any other related disciplines, have the ability to work in a team environment and within strict deadlines and confidentiality, have good time management skills, be self-motivated and possess a high level of accuracy and excellent analytical skills. Candidates must have at least three years' experience in treasury, policy development or similar field will be an added advantage. It is also essential that candidates are proficient in the use of word processing, spreadsheets, databases, statistical tools and computer packages

GENERAL INFORMATION

Applications must be submitted using the Reserve Bank's official application form, which may be obtained from the Reception Desk on Podium 2 of the Reserve Bank, Pratt Street, Suva, or from our website: www.rbf.gov.fj Candidates must submit copies of certified academic transcripts with their application.

Applications marked **CONFIDENTIAL** are to be addressed with the **Position Title** and the **Reference Number** to:

**The Acting Governor
Reserve Bank of Fiji
Private Mail Bag
SUVA**

Applications may also be submitted via email to vacancies@rbf.gov.fj

For further information, please contact the Recruitment Team on telephones 322 3423 or 322 3422. **All applications must reach our office no later than 5.00pm Friday, 25 August 2017.**

Please note if you are not contacted for an interview, then that will mean that your application is not successful and we thank you for your interest in the position with the Reserve Bank of Fiji.