

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; 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:

RECORDS OFFICER

Salary Range: \$18,138 - \$24,540

EA17/18

This position reports to the Manager General Administration Services (GAS), Currency & Corporate Services Group. The successful candidate will be required to operate mail room, central filing and archive facilities effectively. The position will assist in the monitoring and maintaining of the archive facilities to facilitate ease of retrieval of archived materials for the Bank. The ideal candidate should be able to ensure all files in the central filing systems are maintained and stored in an orderly way, facilitating ease of access for authorised users. The role will also be required to assist as backup for switchboard operator and registering official records. An important component of the role is respond promptly to external and internal service requests.

Other requirements include having strong data entry skills with good communication skills and telephone etiquette. Candidates must possess at least a Diploma in Information Systems or any other related discipline with at least 3 years work experience in a similar role.

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 certified copies of academic transcripts with their application.

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

**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 Ms Sukhia Go, Manager Human Resources on telephone 3223 228 or email sukhia@rbf.gov.fj

Applications must reach our office no later than 5.00pm on 13 October 2017.

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