

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 an experienced individual who will be able to work as part of a dynamic Team and invite applications for the following position:

TRAINING AND DEVELOPMENT COORDINATOR

SALARY RANGE: \$31,996 - \$43,288

Ref. No: EA 17/23

This position reports directly to the Manager Human Resources Unit, Currency & Corporate Services Group. The successful candidate will play a key role in the ongoing review and development of the Bank's training & development strategy, designed to support the attainment of both the HR unit and the Bank's objectives while contributing as a member of the human resources team to the development of the human resources and business strategy in alignment with the Bank's overarching strategies.

The candidate must maintain a strong grasp of the key training and development requirements in all Groups, understanding the long-term business, customer, technology and economic trends and assisting the Manager Human Resources in the development of training needs, innovation and plans to guide the Bank's overall achievement of customer service excellence. The candidate will also be responsible for research and compiling of training materials, delivery of training, coordination and facilitation of training for the Reserve Bank in consultation with Manager Human Resources and implementation of annual TNA process to identify skill gaps and determine appropriate training needs of employees.

Candidates must possess at least a Bachelor's Degree in Human Resources Management or any related discipline with 3-5 years working and training experience. The candidate must be a certified trainer, proficient with Microsoft applications and demonstrate excellent presentation, time management and report writing skills. The successful candidate must have a solid understanding of FNU Method A Grant Scheme and Pay Global system. Other key competencies include the ability to develop and maintain working relationships with both internal and external parties, and attention to detail.

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.

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

**The 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 telephone 3223 422 or 3223 423 or email jone.n@rbf.gov.fj

All applications must reach our office by 5.00 pm on Friday 5 January, 2018.

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