

VACANT POSTS ADVERTISEMENT NATIONAL RESERVE BANK OF TONGA

SENIOR RESEARCH OFFICER

MAIN DUTIES: Analysis of economic and financial statistics; preparation of reports on monetary and economic conditions; oversee forecasting of economic variables; and co-ordination of publications. We seek candidates who can provide timely and quality advice to the Monetary Policy Committee, promoting macroeconomic stability in the Kingdom of Tonga

QUALIFICATIONS: A degree in economics, finance and/or banking and relevant experience. Applicants should have a good command of both spoken and written English, strong analytical skills and a good working knowledge of Microsoft products. Experience with econometric/statistical packages would be an advantage.

TRANSACTION REPORTING OFFICER

MAIN DUTIES: Responsible for the Transaction Reporting Unit functions, compile and analyse reports and other information with the aim of combating money laundering and terrorist financing, communication of such information to appropriate law enforcement authorities, and maintain computerized databases.

QUALIFICATIONS: A relevant Bachelors degree in the areas of law, finance, commerce, and policy areas from a recognized institution. Applicants should have a good command of both spoken and written English, as well as strong analytical, problem solving, judgment, and communication skills, and a good working knowledge of Microsoft products.

SYSTEMS OFFICER (IS)

MAIN DUTIES: Assist with the implementation of the Reserve Bank corporate network to maintain a secure, responsive computing network environment and optimal performance at all times through problem determination, performance analysis, problem management, change management, configuration management and operations management

QUALIFICATIONS: A diploma with at least 3 to 5 years work experience or a degree in the areas of Information Systems, Information Technology, Computer Science or Computer Engineering. A strong technical knowledge regarding computer networking, computer engineering, patch management, Microsoft Windows and Exchange Server Environment is an advantage.

CURRENCY RISK MANAGEMENT OFFICER

MAIN DUTIES: Responsible for reporting, planning, designing and implementing an overall risk management process for the currency department, managing the process of analysing upside and downside risks as well as identifying, describing and estimating the quantitative and qualitative risks affecting the currency department and its statutory goals; evaluating the risk by comparing estimated risks with risk criteria established by the currency department such as costs, legal requirements and environmental factors.

QUALIFICATIONS: A degree in Accounting, Finance or any related fields. Interested applicants should be fluent with both spoken and written English, must have analytical skills and a good command in working with figures as well as skillful in using the Microsoft Office Applications

STATISTICAL ASSISTANT

MAIN DUTIES: To assist with the collection and processing of data for analytical purpose; compilation of various bank publications; and undertaking economic survey.

QUALIFICATIONS: The minimum qualification is a diploma in Economics/Business or any related fields. Applicants must be computer literate and should also have good command of both spoken and written English.

ASSISTANT BUILDING OFFICER

MAIN DUTIES: To provide technical assistance to implement the plant, equipment and property maintenance program of the Building Unit of the Bank.

QUALIFICATIONS: Minimum qualification is a PSSC qualification with at least 3 years work experience or a diploma from a recognized institution in areas such as Plumbing, Carpentry, or Joinery. Applicants should have a good command of both spoken and written English and Tongan and is able to work in a team environment. Experience in plumbing, carpentry, is highly an advantage.

SECURITY GUARDS

QUALIFICATIONS: The minimum qualification required is a pass in the Pacific Senior Secondary Certificate (PSSC) or other higher with good command of both spoken and written English. Must be healthy and trustworthy in the community. Experience in the Military or Police Force would be an advantage.

REQUIREMENTS: Applicants must have completed form 6 with a minimum height of 5ft.10ins or 1.7mtr and between the average ages of 18 to 30 years old. Must be a Tongan citizen with no criminal record.

COMPETITIVE SALARY PACKAGE!! : The salary offered to the vacancies advertised above are competitive plus there are additional staff benefits added to this package. You can find more about that by contacting the Human Resource Unit at the National Reserve Bank at Telephone 24-057.

APPLICATION FORM: Application forms are available from the front desk at the Reserve Bank or you can download directly from the Bank's website at www.reservebank.to . All applications must be received no later than **4.00 p.m. Friday 2 December, 2011**. Please mark on the envelope "Confidential" and address it to:

Governor
National Reserve Bank of Tonga
Private Bag No. 25, Post Office
Nuku'alofa

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NATIONAL RESERVE BANK OF TONGA**

HUMAN RESOURCE OFFICER

MAIN DUTIES:

Responsible to manage, implement and monitor the Training Needs of the Bank
Assist to implement the Bank Staff Policies and to enhance the Human Resource Unit services effectively and efficiently.

QUALIFICATIONS:

A diploma with at least 3 to 5 years work experience or a degree in the areas of Management, Business Administration or Education. Interested Applicants should be fluent with both spoken and written English, as well as skillful in using the Microsoft Office Applications.

APPLICATION FORM: Application forms are available from the front desk at the Reserve Bank or you can download directly from the Bank's website at www.reservebank.to . All applications must be received no later than **4.00 p.m. Friday 18 November, 2011**. Please mark on the envelope "Confidential" and address it to:

Governor

National Reserve Bank of Tonga
Private Bag No. 25, Post Office
Nuku'alofa