

VACANT POSTS ADVERTISEMENT NATIONAL RESERVE BANK OF TONGA

RESEARCH OFFICER

MAIN DUTIES: Analysis of monetary and financial statistics; drafting economic commentaries for reports and publications; and maintaining computerized databases. 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, mathematics, finance or banking. Applicants should have a good command of both spoken and written English, as well as a good working knowledge of Microsoft Office software. Experience with econometric/statistical packages would be 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 analyzing 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; Data Entry, Maintenance of the Unit's database and the Unit's filing system, preparation of reports and charts for management meetings, office assistant; Reconciliation of all department data

QUALIFICATIONS: A relevant diploma in the areas of finance, commerce from a recognized institution. Computer literacy (intermediate level in access & power point, and advanced level in excel & word), accurate with figures, basic accounting skills, good customer service, secretarial and office support skills, willing to learn new skills, able to perform multi-tasks.

FOREIGN EXCHANGE DEALER

MAIN DUTIES: Responsible for the implementation of the exchange rates policy, initiating foreign exchange deals, reconciliation of Financial Markets data, assist with Exchange Control functions, and maintain computerized databases.

QUALIFICATIONS: A Diploma in the areas of finance and/or commerce or related fields, and minimum 3-5 years of relevant work experience in foreign exchange, financial analysis and compliance checks. Applicants should have a good command of both spoken and written English, as well as good command in working with figures, strong analytical,

problem solving, judgment, and communication skills, and a good working knowledge of Microsoft products.

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 10th February, 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