

# VACANT POSTS ADVERTISEMENT NATIONAL RESERVE BANK OF TONGA

## **BANK EXAMINER**

**MAIN DUTIES:** Responsible for the analysis and review of financial institutions data, preparation of reports on the banking system, and maintaining of statistical databases.

**QUALIFICATIONS:** A degree in accounting, finance and/or banking. Applicants should have a good command of both spoken and written English, as well as a high degree of numeracy, strong analytical, problem solving, judgment, and communication skills, and a good working knowledge of Microsoft products such as Microsoft Access, Microsoft Excel.

## **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 work experience for at least 3 to 5 years in those areas and some experience with econometric/statistical packages or Microsoft Access would be a great advantage. Applicants should have a good command of both spoken and written English, as well as a high degree of numeracy, strong analytical, problem solving, judgment, and communication skills.

## **HUMAN RESOURCE OFFICER**

**MAIN DUTIES:** Responsible to manage, implement and monitor the Training Needs of the Bank and to assist 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, Human Resource or Education. Interested applicants should be fluent with both spoken and written English, as well as skillful in using the Microsoft Office Applications.

## **SYSTEMS OFFICER (IT)**

**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.

## **SECURITY ASSISTANT GUARD COMMANDER**

**MAIN DUTIES:** Assist to manage and implement the physical security operations of the Bank effectively and efficiently. .

**QUALIFICATIONS:** A diploma from a recognized institution with at least 3 to 5 years work experience in management in related areas such as Security, Police or Defense Force would be an advantage. Physical Fitness, First Aid experience, Natural Disaster experience and a good command of both spoken and written English are also key requirements of this post.

## **ASSISTANT MAINTENANCE OFFICER**

**MAIN DUTIES:** Assist to implement and maintain the plant, equipment and property maintenance program effectively and efficiently.

**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 Building Construction, Air Condition, Electrical, Plumbing or Joinery. Applicants should have a good command of both spoken and written English and is able to work in a team environment, and good working knowledge of Microsoft products.

**COMPETITIVE SALARY PACKAGE!!** : The salary offered to all 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](http://www.reservebank.to) . All applications must be received no later than **4.00 p.m. Friday 24 September, 2010**. Please mark on the envelope "Confidential" and address it to:

**Governor**

National Reserve Bank of Tonga

Private Bag No. 25, Post Office

**Nuku'alofa**