



Solomon Islands National Provident Fund Board

NPF Building, Mendana Avenue, P.O. Box 619, Honiara, Solomon Islands
 Telephone: (677) 21659 Fax: (677) 20484

The SINPF Board invites applications from suitably qualified and experience candidates with the passion to deliver results for the Fund's members to fill the contracted position of Manager Employers and Members Services that will be vacant soon. This position reports directly to the General Manager/ CEO.

Vacancy Reference No. 07-2019/20	Vacant Position; Manager Employer & Members Services
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The Employers & Members Services (EMS) department plays a pivotal function within the Fund's organisation structure ensuring that the Board deliver quality services to members through; effective management of department on all operational matters; ensure established operational policies are monitored, enforced and timely reviews of policies & procedures manual in compliance to SINPF Act; oversight of risks in terms of identification, managing and regular monitoring in alignment with Risk framework under the Business Rolling Plan.

Part 1: Vacant Position Detail

Lead and effectively manage the EMS department and its staff to achieve their Strategic Directions, KPIs and annual action plans under the Board's 5 year Rolling Business Plan in place from time to time.

B. Key Result Area

- Provides Strategic and sound operational advise on all matters pertaining to employers & members services.
- Ensure compliance to related legislations, established policies and procedures, standards, and audits from internal and external auditors and the regulator, CBSI
- Develop and adopt best fit framework/tools to strengthen the EMS department
- Develop a succession plan for a high performing team for the department.

Key Attributes

- Leadership
- Strategic
- Integrity
- Team player

Qualification, Experience, and Skills

Bachelor's Degree in Management/Public Administration, Operations, Commerce & Finance and or related disciplines.
 Minimum 5 years experiences in management and leading people.

Part 2: Vacant Position Requirements

Required Documents	<input type="checkbox"/> Certified Qualifications <input type="checkbox"/> Updated CV <input type="checkbox"/> Reference Letter (At Least 2) <input type="checkbox"/> Other	Required Qualification	<input type="checkbox"/> Degree in Management, Commerce & Finance/Business or related disciplines <input type="checkbox"/> At least 5 years of experience in management position
Required Experience		Due Date:	Friday 25/10/2019
Applications Addressed to:	Job Vacancy Notice # 07-2019/20 General Manager SINPF, P.O. Box 619, Hon, Solomon Islands.	Time :	4:00pm

- a) All documents and applications submitted will be treated as confidential and will become the property of the SINPF Board.
- b) Medical Clearance and Police Report only required on the successful candidate.
- c) Please provide at least two independent referees for referencing purposes
- d) For submission or further inquiries please send to; ralepio@sinpf.org.sb

