



Brunei Darussalam Central Bank (BDCB) is pleased to invite suitably qualified candidates to apply for the positions below.

### **ASSISTANT OFFICER (S1)**

- *Corporate Planning and Development*
- *Corporate Services*
- *Economics, Research and Statistics*
- *Finance*
- *Financial Infrastructure*
- *Financial Intelligence*
- *Technology (Cybersecurity)*
- *Treasury and Investment Management*

### **GENERAL REQUIREMENTS**

Applicants for the position must meet or possess the following requirements:

- Be a citizen of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Have a passion for nation-building;
- Demonstrates qualities such as integrity and a desire to make a difference;
- Be strongly team-oriented, and committed to excellence and resilience;
- Have strong communication and interpersonal skills;
- Be fluent in oral and written Malay and English; and
- Be IT literate.

**Applications are to be submitted via the online BDCB Application Form** with the following items:

1. A detailed Curriculum Vitae (CV) or resume; and
2. Copies of relevant academic certificates and transcripts.

**Please note that physical/hardcopy submissions will NOT be entertained.**

Applications should be received by BDCB **not later than 12:00 noon on Friday, 18 August 2023.**

**ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED**



## 1. **Assistant Officer [S1]**

### *Corporate Planning and Development*

#### **Main Responsibilities:**

- To request, collect and review updates and inputs from BDCB Divisions in monitoring their progress towards the BDCB Strategic Plan (SP), the Financial Sector Blueprint (FSBP), and BDCB's Institutional Performance;
- To assist in the preparation of progress updates on BDCB's overall strategic plan to Management, and to Board of Directors (BOD) members through BDCB BOD Quarterly Bulletin or BOD meetings;
- To conduct research on corporate strategies, measures and strategic management tools;
- To assist in conducting internal and external awareness events, and other relevant stakeholder engagements;
- To organise Management Meetings, including the preparation of the meeting agenda and minutes of meetings;
- To act as a Risk Champion or Business Continuity Plan (BCP) Coordinator; and
- To perform other related tasks as instructed by senior officers and BDCB Management.

#### **Requirements:**

- Possess at least an Advanced Diploma, or equivalent, in related disciplines, such as Business Administration, Strategy, Economics, Data Management, Public Policy or similar areas, from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam.



## 2. Assistant Officer [S1]

### *Corporate Services – Administration*

#### **Main Responsibilities:**

##### *Travel*

- To manage and process applications and logistics arrangements relating to official travel;
- To liaise with internal stakeholders in addressing matters involving accommodation requirements, travel bookings, insurance, visa requirements, transportation, etc.;
- To compile, tabulate, and maintain data in an organised manner;
- To maintain good working relations with travel agents and operators;
- To liaise and establish good networks with embassies and high commissioners; Department of Labour, and Department of Immigration, Ministry of Home Affairs; and Treasury Department, Ministry of Finance and Economy;
- To ensure timely payment to relevant stakeholders;

##### *General Administration*

- To assist in other Corporate Services work and activities; and
- To perform other related tasks as instructed by senior officers and BDCB Management.

#### **Requirements:**

- Possess at least an Advanced Diploma or equivalent, in related disciplines, from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam;
- Relevant working experience in handling travel arrangements and logistics is an advantage;
- Have adequate knowledge of domestic and international travel trends; and
- Possess a valid Class 3 driving license.



### 3. Assistant Officer [S1]

#### *Corporate Services – Building Operations Management*

#### **Main Responsibilities:**

##### *Building maintenance*

- To assist in managing the BCMB Building, as well as its facilities and infrastructure, to ensure they are working at optimum level to provide good conducive work environment – including cleaning contract, building maintenance, and reporting to the Manager of the Building;
- To attend to requests, queries and complaints received from BDCB personnel on BCMB facilities;
- To prepare documentations for procuring vendors for related works and liaise with potential vendors;
- To ensure vendors have the proper clearance to work in BCMB and carry out work satisfactorily as per work scope.

##### *Security Management*

- Responsible for the storage and management of card access systems;
- To monitor, report and coordinate security activities located at security posts involving security personnel;
- To conduct security checks on CCTVs of critical areas identified in BCMB;
- To ensure safety equipment are in proper working order, as well as to raise reports where maintenance and repairs are necessary; and
- To escort Currency Management officers and staff or other authorized parties in the delivery of assets and disposal of used materials at reserved locations when necessary.

##### *Asset inventory*

- To assist in managing BCMB asset inventory under Building Operations Management (BOM)'s purview including tagging and disposal of assets; and
- To be a member of BDCB's Disposal Committee Secretariat.

##### *Health, Safety and Environment (HSE) matters*

- To carry out HSE risk assessments to identify potential hazards and prepare reports for review;
- To ensure work is carried out according to safe procedures;
- To assist in raising HSE awareness in BDCB; and
- To carry out tasks as assigned by supervisors or Management from time to time.

#### **Requirements:**

- Possess at least an Advanced Diploma or equivalent in related disciplines, from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam;
- Have an excellent knowledge of facility management; and
- Possess a valid Class 3 Driving license.



#### 4. **Assistant Officer [S1]**

*Economics, Research and Statistics*

##### **Main Responsibilities:**

- To assist in the day-to-day operations of Centralised Statistical System (CSS) and to report and monitor incidents related to the system;
- Responsible for CSS Helpdesk (System and Returns), Creation/Amendment of Returns/Return Schedules, Change Management, Development of New Returns, Creation/Amendment of Tableau Reports and User Access Review;
- To coordinate the monthly interviews conducted by survey interviewers under the Business Sentiment Index (BSI) project including the daily tracking of progress;
- To monitor and handle administrative matters relating to survey interviewers including the assessment of performance success rate monthly pay, and the recruitment of new survey interviewers;
- To monitor and handle any complaints/queries received from businesses regarding the surveys related to BSI;
- To manage the online-based survey tool utilized by survey interviewers;
- To perform data cleansing and data management; and
- To perform other related tasks as instructed by senior officers and BDCB management.

##### **Requirements:**

- Possess at least an Advanced Diploma or equivalent, in related disciplines, such as Business Information Systems, Information Systems, Computer Systems, Economics, Accounting and Finance or Business Studies, from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam;
- Possessing certifications in IT is an advantage; and
- Having experience in application management is an added advantage.



## 5. **Assistant Officer [S1]**

### *Finance*

#### **Main Responsibilities:**

- To process outgoing payments in compliance with financial policies and procedures i.e. verify vendor payments and prepare payments for BDCB's staff, committee allowances and miscellaneous payments;
- To perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable data in BDCB's accounting system, Integrated Financial Management System (IFMS);
- To prepare monthly reconciliations, and to investigate and resolve any discrepancies in a timely manner;
- To assist the line manager, including being an alternate support to other Assistant Officers in Finance;
- To manage petty cash;
- To perform any other duties that may be assigned by the Head of Division or Head of Finance Operations from time to time, including ad-hoc tasks, cross-collaboration and research; and
- To perform other related tasks as instructed by senior officers and BDCB management.

#### **Requirements:**

- Possess at least an Advanced Diploma or equivalent in related disciplines, such as Accounting and Finance, Business Administration or Information Technology, from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam;
- Have a good understanding of basic bookkeeping and accounting payable principles;
- Having a minimum of 3 years working experience in related fields is an added advantage; and
- Proficient in Microsoft Excel and Word, and accounting software is an advantage.



## 6. **Assistant Officer [S1]**

*Financial Infrastructure (Collateral Registry)*

### **Main Responsibilities:**

- To assist in developing, executing and maintaining processes and procedures to ensure operational efficiency in accordance with the relevant legislations;
- To perform data maintenance of the Collateral Registry System and generate statistical and analytical reports to provide meaningful insights to the Management and other divisions;
- To regularly monitor and assess information and data systems performance, and make recommendations for software, hardware and data storage improvements;
- To liaise with the system vendor and infrastructure vendor on day-to-day application or infrastructure related issues, and provide technical support to the users of the system;
- To assist the manager in executing new strategic projects and business improvement initiatives with regards to the capacity building of the industry and business socialization;
- To perform general administrative tasks, including Finance and Administration; and
- To perform other related tasks as instructed by senior officers and BDCB management.

### **Requirements:**

- Possess at least an Advanced Diploma or equivalent in related disciplines, from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam.



## 7. **Assistant Officer [S1]**

### *Financial Intelligence*

#### **Main Responsibilities:**

- To assist in managing the Integrated Financial Intelligence System (IFIS) website, which includes liaising with IFIS website vendors and partners for system upgrades technical assistance;
- To provide first-line technical support for Financial Intelligence Unit as well as IFIS users;
- To assist in IFIS data management;
- To assist in the developing of any reports or documents as and when required; and
- To conduct activities as directed by Head of Financial Intelligence and BDCB management.

#### **Requirements:**

- Possess at least an Advanced Diploma or equivalent, in related disciplines, such as Computer Science, Information System or Information Technology from universities or higher institutions accredited by Ministry of Education, Brunei Darussalam.





## 8. Assistant Officer [S1]

*Technology (Cybersecurity)*

### Main Responsibilities:

- To perform daily monitoring of security events on BDCB network and IT systems to detect and conduct timely responses to cyber threats;
- To monitor security alerts from the Security Operation Centre [SOC] and ensure timely escalation of security alerts;
- To perform logs review, such as system access logs and file integrity logs, to detect suspicious activities and ensure timely response to cyber intrusions;
- To schedule and facilitate vulnerability assessments and Penetration Testing to detect vulnerabilities in systems and assist System Owners to resolve the vulnerabilities;
- To assist in exploring, testing and deploying new cybersecurity tools, and make continuous improvements to enhance cybersecurity operations;
- To assist in applying security configurations on network and security devices, as well as servers and IT assets, to protect BDCB network and infrastructure from cyber threats;
- To assist in analysis, investigation, and resolution of cybersecurity incidents in BDCB;
- To assist in record keeping, filing and documentation for cybersecurity operations team; and
- To perform other related tasks as instructed by senior officers and BDCB management.

### Requirements:

- Possess at least an Advanced Diploma or equivalent, in related disciplines, such as IT Network, Information Systems, Information Technology, Cybersecurity or Information Security;
- Having hands-on experience in the deployment and maintenance of servers, active directory, database, network device and security appliance is an advantage; and
- Having CompTIA A+, CompTIA Security+, Certified Ethical Hacker [CEH], or other equivalent technical certifications is an advantage.



## 9. Assistant Officer [S1]

### *Treasury and Investment Management*

#### **Main Responsibilities:**

- To assist the manager responsible for the Middle Office in the roles of performance measurement, monitoring and compliance;
- To compile data from the network, custodians and Bloomberg;
- To prepare reports and summaries for monthly performance and risk reporting, quarterly financial risk summary, monthly independent checks to monitor price discrepancies for BDCB holdings, and monthly compliance checks;
- To carry out tasks relating to Counterparty Analysis, New Account Opening and Know Your Customer (KYC) Requirements, including:
  - To perform analysis on existing and prospective counterparty banks on an annual basis and update the respective exposure limits for fixed deposit placements;
  - To perform account opening for new counterparties and liaise with respective counterparties and BDCB functions for the preparation of required documentations; and
  - To assist counterparties in their KYC requirements, along with the required documentation.
- To perform research and analysis on related methodologies and work activities related to Middle Office, and prepare market reviews; and
- To perform other related tasks as instructed by senior officers and BDCB management.

#### **Requirements:**

- Possess at least an Advanced Diploma or equivalent in related disciplines, such as Accounting, Business Administration/Management, Economics, Finance, Financial Engineering/Management, Investment, Mathematics, Risk Management and Statistics, or other related fields, from universities or higher institutions, accredited by Ministry of Education, Brunei Darussalam;
- Have an intermediate to advanced level of knowledge in spreadsheet and database computer software packages including Microsoft Excel;
- Having work experience in a related field is an advantage; and
- Having professional qualification(s) such as Chartered Financial Analyst (CFA), Association of Chartered Certified Accountants (ACCA) or Financial Risk Manager (FRM) is an advantage.