

VACANCY: SALARIED GRADE II

Bank of Baroda, (Government of India undertaking) is a Bank with an international presence including -8- branches in Fiji.

Applications are invited from the suitable candidates fulfilling the eligibility criteria to fill present vacancy of **Salaried Grade II on contractual basis**. The eligibility parameters are as under ::

SN	Parameter	Requirement
1.	Minimum Qualification	Pass in Fiji Seventh Form Examination or equivalent with minimum of 50% marks in English and Mathematics or Accounting. Candidates should be computer literate with knowledge of MS Office. Preference and higher weightage in selection process will be given to candidates with higher qualification i.e. Bachelor of Commerce, Diploma in Banking, Accounting, Computing, Marketing and Management etc. Candidates should have excellent Public Relation qualities with a flair for marketing.
2.	Experience	At least -2- (two) years of experience in financial services, preferably in the Banking Sector.
3.	Key Skills & Abilities (Preferable)	<ol style="list-style-type: none"> 1. Have basic skills in cash handling procedures, ledger balancing and processing of banking transactions. 2. Demonstrate active learning skills, effective communication skills and ability to deliver customer satisfaction while adhering to Bank guidelines, Procedures and Standards. 3. Strong customer orientation, High attention to details and work with due diligence. 4. Proficient in MS Office (Word & Excel) 5. Be self-motivated, have learning agility and possess Career progression oriented perspective. 6. Ability to work in a planned and organized manner.

SELECTION PROCESS

Candidate should be Fiji citizen. Short listed candidates will be called for written test and interview. Written test will comprise of test in English, General Aptitude and Numerical Ability. Attitude of the person along with the qualification, experience, skill and knowledge will be assessed through the process of test and interview by panel of specialists.

SALARY AND BENEFITS

The Bank offers one of the best compensation in the industry. The salary and other benefits will be as applicable to Salaried Staff (Grade II) at present.

APPLICATION PROCESS

Interested candidates may submit their applications in prescribed format. Written application must be submitted in Bank of Baroda (Fiji Operations) Employment Application Form which can be downloaded from the Bank of Baroda (Fiji Operations) website www.bankofbaroda-fiji.com. **Mandatory enclosures with application are: (1) Curriculum Vitae having contact details i.e. Mobile No., E-mail Id & Address (2) Certified copies of qualification certificates (3) Copy of Equivalent certificate (if applicable) (4) Copy of experience certificate/ details (5) Copy of Birth Certificate (6) Copies of ID & address Proof (7) -2- Passport sized photographs (8) -2- Professional references.**

Applications must be addressed to:

**The Chief Executive
Bank of Baroda (Fiji Operations)
86-88 Marks Street
2nd Floor, Bank of Baroda Building,
P.O Box 57
SUVA**

Last Date of receiving application: Monday, 24-04-2023 at 4.00 p.m. Applications received after last date will not be considered.