



WE ARE HIRING!!!!

Sierra Leone Association of Commercial Banks (SLACB) is looking for an **Administrative Officer** to join its winning team.

Requirements

- A minimum of four years of professional and relevant experience.
- A bachelor's degree in any of the Social Sciences- Business Administration, Financial Management, Accounting, Economics or Commerce.
- Highly Proficient in MS office packages- (Excel, Word, PowerPoint)
- Sound verbal and written English communication skills.

To apply for this position, kindly send to the attention of the Human Resource Manager, SLACB at HR@slacb.org

- 1) An Application Letter to include salary expectations.
- 2) A curriculum vitae
- 3) Two letters of recommendation.
- 4) One essay at least two pages long, on the following scenario;

In compliance with the requirement of the regulator, every pupil at Koboco Primary School was required to provide the school with two passport pictures. The Headmistress Mrs. Cole, arranged with Mr. Ali Kamara, a photographer to come by the school to take the pictures. Ali charged Le40 for the pictures, but the Headmistress negotiated it down to Le 25 per child, since there were 230 pupils in her school. Mr. Ali Kamara agreed. When the photographer was leaving, he went by Mrs. Musa's, who was the school's Administrative Officer to inform her that an arrangement had been reached and that he would come by the next day to start taking the pictures. He informed Mrs. Musa that a fee of Le 25 had been agreed on.

Later on in the afternoon, the Headmistress called Mrs. Musa into her office and told her that she was to inform the pupils during school assembly the next day that they are each to pay Le 35 for their passport pictures and that the money would be collected the following day. She added that any pupil that did not bring the sum of Le 35 would be sent home.

Mrs. Musa is shocked and

Kindly continue the story. Please be informed that AI Generated essays shall be discounted,

KINDLY BE INFORMED THAT ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.

Closing Date: 6th April, 2026