

# EASTERN CARIBBEAN CENTRAL BANK



## V A C A N C Y

### Systems Analyst I, Management Information Systems Department (ASM)

Suitably qualified citizens of member territories of the Eastern Caribbean Currency Union (ECCU) are invited to apply to fill the post of **Systems Analyst I, Applications Support and Maintenance Unit, Management Information Systems Department (MISD)**, at the Eastern Caribbean Central Bank, headquartered in Basseterre, St Kitts. The successful candidate will be on a two (2) year contractual engagement and will be based in St Kitts. All applicants must complete the *ECCB Employment application form which is available on the ECCB's Website ([www.eccb-centralbank.org](http://www.eccb-centralbank.org)) or at the ECCB's Office in the respective territories.*

#### APPLICANTS MUST:

- Have a first degree in Computer Science or Information Systems related field
- Have at least three (3) years work experience as a Systems Analyst including one (1) year experience in any three (3) of the following:
  - Windows Server 2008/2012, Windows 8/10
  - Writing SQL queries
  - Microsoft SQL Server 2008/2012/2014 Administration
  - Microsoft Visual Studio
  - Crystal Reports
  - Web Development, JAVA, HTML, VB.NET programming
- Be willing and able to work as required on shift or other hours beyond the normal working hours of 8:00 am to 4:00 pm including on Saturdays, Sundays and public holidays.

Experience in SAP administration would be considered an asset

#### APPLICANTS SHOULD ALSO HAVE:

- A positive attitude and strong work ethic;
- Effective oral and written communication skills;
- A high level of interest and motivation;
- The ability to be flexible, multi task and meet multiple deadlines;
- Excellent problem solving and analytical thinking skills;
- The ability to learn quickly on-the-job and adapt to a high paced and dynamic environment;
- The ability to work on own initiative and effectively function as part of a team.

#### DUTIES

The selected candidate will be directly responsible to the Head of the designated Unit, MISD, for the proper performance of his/her duties, which will include:

1. Conducting research to identify modifications needed to existing applications and assess new IT solutions to meet changing user requirements and determine feasibility, cost, time required, and compatibility with current system.
2. Assisting in the creation of system design, functional specifications and application development for all new projects using industry best practices.
3. Writing technical procedures and documentation for applications including user guides and system manuals
4. Providing assistance to users as well as developing and delivering training on the effective use of new and existing solutions;
5. Planning, installing, configuring, troubleshooting, maintaining and upgrading software applications;
6. Providing timely support to all applications and follow up with vendors to ensure service delivery;
7. Any other related duties which may be assigned by the Unit Head, Deputy Director and/or Director

#### SALARY

Salary will be commensurate with qualifications and experience.

The Employment Application Form **must** be accompanied by the following documents:

- Curriculum vitae
- **Two (2)** recent original letters of reference
- **Certified** copies of all certificates
- Official transcripts
- A recent original or certified copy of Criminal Record/Police Certificate of Character

The Application Form should be addressed to:

**Systems Analyst I Employment Application**  
Human Resource Department  
Eastern Caribbean Central Bank  
P O Box 89  
BASSETERRE  
St Kitts

**To reach no later than 04 August 2017**

- Notes:**
1. **Only candidates shortlisted for the selection process will be contacted;**
  2. **Shortlisted candidates will be required to undertake various assessments.**