

Executive Search

The Eastern Caribbean Central Bank (“ECCB” or “the Bank”), is seeking to recruit suitably experienced individuals to fill two newly created positions: **Chief Director, Operations** and **Chief Director, Policy**.

Chief Director, Operations

The Chief Director, Operations provides the vision, leadership and management necessary to ensure that the proper operational controls, administrative and reporting procedures, and HR systems are in place to deliver the Bank’s mandate effectively and to ensure financial soundness and strength and operating efficiency.

Summary of principal duties & responsibilities:

- Performs administrative functions including:
 - endorsing financial instruments;
 - acting as a signatory for cheques, drafts, payment instructions, credit card accounts, and ID/Access cards;
 - providing direction for the sale of equipment;
 - authorising budgeted/approved expenditure.
- Participates in contract negotiations and signs correspondence for operational and procedural matters.
- Approves leave and other staff-related matters (e.g. recruitment ads, appointments, certain expenses).
- Provides guidance to all departments and facilitates cross-departmental discussions on operational issues.
- Provides oversight for implementation of internal policies, procedures and systems; preparation and management of the annual budget; external messaging; and the payments, clearings and settlement systems.
- Provides guidance, facilitates discussions and submits reports to the Executive Committee on HR matters (e.g. recruitment, performance, development, complaints).
- Serves as the management liaison to the Executive Committee on staffing, operational and financial matters and facilitates the implementation of related decisions.
- Engages External Auditors on matters related to the annual audit.
- Prepares the agenda and records all decisions for meetings of the Executive Committee.
- Participates in meetings of the Executive Committee to decide on staff matters, strategic priorities, financial performance, operational and procedural changes, policy formulation and adjustments, Risk and Internal Controls, Safety and Security, and Meetings of the Monetary Council and Board of Directors.
- Acts as Chair for internal policy meetings as directed by the Executive Committee.

Experience & attributes:

- A minimum of 10 years of relevant experience in a senior management role.
- Strong mentoring and coaching experience.
- A good understanding of business functions such as HR, Accounting and Finance and Customer Relations and a working knowledge of information systems.
- High integrity and credibility, good judgement and commitment to corporate mission.
- Skilled at decision making, creative problem solving, negotiation, conflict resolution and organizational change.
- Strong written, oral, interpersonal and presentation skills
- Ability to interface effectively with staff at all levels as well as members of the Board of Directors and Monetary Council.

Qualifications:

- Master’s Degree in Business Administration, Management, Finance, Accounting or other related management field.
- A Professional Designation in Accounting, Finance, Risk Management or HR Management would be an asset.

Chief Director, Policy

The Chief Director, Policy provides the vision, leadership and management for the development of a coherent and coordinated policy and research programme that supports the Bank’s Strategic Plan and facilitates delivery on its mandate as outlined in Article 4 of the ECCB Agreement.

Summary of principal duties & responsibilities:

- Performs technical functions including:
 - responsibility for delivery of the Bank’s strategic goals;
 - directing the macroeconomic surveillance and economic intelligence gathering functions;
 - overseeing the supervisory and regulatory functions for deposit/credit financial institutions and markets;
 - guiding policy work related to Supervision, regulation, financial stability, and Currency Stability;
 - overseeing market supervision and statistics;
 - ensuring timely completion of policy submissions for statutory and networking meetings;
 - developing and leading the framework for evaluating the effectiveness of policy initiatives;
 - acting as Chair for internal policy meetings as directed by the Executive Committee.
- Provides strategic analysis and guidance for the development of the Bank’s annual Research Agenda as directed by the Monetary Council and/or Board of Directors.
- Facilitates cross-departmental engagements and collaboration with external partners to improve research quality and depth.
- Ensures delivery of high quality written outputs (e.g. research papers, policy briefings) for various audiences.
- Creates a forum for continuous update on key policy changes and external issues that could impact policy formulation, advice and implementation and submits findings to the Executive Committee.
- Manages relationships with external stakeholders.
- Serves as the management liaison to the Executive Committee on policy matters relating to the Bank’s strategic goals.
- Participates in meetings of the Executive Committee to decide on staff matters, strategic priorities, financial performance, operational and procedural changes, policy formulation and adjustments, Risk and Internal Controls, Safety and Security, and Meetings of the Monetary Council and Board of Directors.

Experience & attributes:

- A minimum of 10 years of relevant experience leading the production of policy and research outputs.
- Experience in research methodology including analysing quantitative and qualitative data.
- Sound knowledge of corporate accounting policies and ability to analyse financial statements and complex financial data.
- Strong interpersonal skills with the ability to negotiate and influence successfully.
- High integrity and credibility, good judgement and commitment to corporate mission.
- Ability to develop and maintain constructive senior level relationships with key partners and stakeholders.
- Strong organizational and planning skills with an eye for detail and accuracy.
- Strong written, oral and presentation skills
- Ability to interface effectively with staff at all levels as well as members of the Board of Directors and Monetary Council.

Qualifications:

- A Master’s Degree in Economics or other related field.
- OR a combination of qualifications and experience that is acceptable to the Bank.

Applications should be submitted with detailed Curriculum Vitae to execsearch@bb.pwc.com no later than **January 22, 2018**. We thank all applicants for their interest; however we wish to advise that only suitable applications will be acknowledged.