EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED

JOB DESCRIPTION

Job Title: IT Officer

Level: Professional

Reports to: Manager, Operations Division

Job Summary: The primary responsibility of the IT Officer is to perform IT application support and network administration of the ECSE and its subsidiaries, the ECCSD and ECCSR.

Responsibilities:

The basic responsibilities of this position include to:

1. Support users of ECSE software programmes, IT applications and systems;

2. Maintain the ECSE trading, post trade and corporate actions' applications;

3. Develop/modify/enhance and support ECSE applications, as necessary;

4. Administer the ECSE IT network and storage backup systems;

5. Administer the ECSE website;

6. Develop, maintain and update the ECSE IT systems, policies and procedures, as necessary;

7. Carry out other duties which may be assigned from time to time.

Requirements

Qualifications
1. A first degree in Computer Science or Information Systems related field,
2. At least three (3) years' work experience as an IT officer or related field including one (1) year experience in any two (2) of the following:
   - Windows Server 2008/2012 administration
   - VMware VSphere 5 plus administration
   - Windows 7/8/10 administration
   - Network administration
   - Firewall administration

- Intrusion Detection/Prevention Systems
- Writing SQL queries
- Microsoft SQL Server 2008/2012/2014 Administration
- Microsoft Visual Studio
- Proficient in using report writing tools (Crystal Reports, Cognos, etc..)
- VB.NET programming, PHP and HTML,

3. Certification in the following would be an asset: MCSA, MCSE, Security+, CCNA, Network+, and A+;

Skills

1. Excellent problem solving and analytical skills;
2. Self-motivation, with ability to work on own initiative, adapt to a high-paced and dynamic environment, while being a good team player;
3. Effective oral and written communication;
4. Detail oriented, efficient, energetic, willing to assist in other areas and flexible to work beyond normal working business hours as necessary;
5. Strong organisational and prioritisation skills;
6. Exhibition of a high level of maturity;
7. Excellent interpersonal skills.

Interested persons should submit a completed "ECSE Application for Employment" form, available on the ECSE's website (www.ecseonline.com), together with their curriculum vitae, **two (2)** original references, **certified** copies of certificates and official university transcript(s), to:

> **The Managing Director**
> **Eastern Caribbean Securities Exchange**
> **P O Box 94**
> **Basseterre**
> **St Kitts**

to reach no later than **24 August 2018**.