

**EASTERN CARIBBEAN CENTRAL BANK**  
**V A C A N C Y**  
**Senior Administrative Assistant**



Suitably qualified citizens of member territories of the Eastern Caribbean Currency Union (ECCU) are invited to apply to fill the post of **Senior Administrative Assistant, 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 Offices in the respective territories.*

**APPLICANTS MUST HAVE:**

- Administrative certification from an accredited institution;
- A minimum of five (5) CXC General Proficiency level passes (Gen I and II), or the equivalent, including English Language and Mathematics;
- A sound working knowledge of **all** applications in Microsoft Office Suite.

**THE FOLLOWING WOULD BE CONSIDERED ASSETS:**

- A minimum of three (3) years experience in the administrative field;
- A flexible and proactive approach to work;
- The ability to cope well with ambiguity and adapt to a fast paced dynamic environment;
- Strong problem solving and analytical thinking skills;
- A high level of motivation and the ability to work as part of a team and function independently;
- Leadership qualities and excellent interpersonal skills;
- Excellent written and oral communication skills;
- Strong administrative and organisational skills;

**DUTIES**

The Senior Administrative Assistant will be directly responsible to the Head of their Department for the proper performance of his/her duties, which will include:

1. Providing administrative support to the Head of Department:
  - Processing all incoming and outgoing correspondence expeditiously and efficiently;
  - Preparing accurate correspondence;
  - Initiating verbal and written correspondence with internal and external clients as required;
  - Making proper arrangements for and managing all meetings, travel and events;
  - Ensuring the professional and efficient handling of telephone calls and related messages;
  - Organising and maintaining the office files and records for easy retrieval;
  - Managing adequate stock of stationery and supplies;
  - Coordinating and managing the Department's leave schedule and budget process;
  - Performing complex and confidential assignments;
  - Ensuring the seamless operation of all office functions.
2. Coordinating activities between the Head of Department and the technical staff within the Department;
3. Any other related duties which may be assigned.

**SALARY**

Salary will be commensurate with qualifications and experience.

**The following documents must be submitted:**

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

**The application form and supporting documents must be sent to:**

**Senior Administrative Assistant Employment Application**  
Human Resource Department  
Eastern Caribbean Central Bank  
P O Box 89  
BASSETERRE  
St Kitts

**To reach no later than 31 August 2018**

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