

EASTERN CARIBBEAN ENTERPRISE FUND LIMITED

V A C A N C Y

Deputy Chief Executive Officer

Suitably qualified persons are invited to apply to fill the post of **Deputy Chief Executive Officer**, at the Eastern Caribbean Enterprise Fund Limited (ECEP), Bird Rock, Basseterre, St Kitts. The successful candidate will be based in St Kitts. All applicants must complete the *Employment application form which is available on the ECCB Website (www.eccb-centralbank.org) or at the ECCB Office in the respective territories.*

APPLICANTS MUST HAVE:

- A post graduate degree in Economics, Finance, Accounting or Business Administration.
- At least ten (10) years working experience in the areas of Banking, Finance, Investment, Management Accounting or Project Analysis/ Project Management.

APPLICANTS SHOULD ALSO HAVE:

1. Excellent analytical, problem solving and research skills;
2. Good interpersonal skills;
3. Excellent written and oral communication skills with the ability to deliver effective presentations;
4. Ability to deliver high quality work and multitask under pressured situations;
5. Proficiency in the use of Microsoft Office and project management software;
6. Excellent leadership and management skills;
7. A high level of motivation and the ability to work independently and as part of a team effectively;
8. Outstanding negotiation skills; and
9. Strong networking abilities.

DUTIES

The successful candidate will be directly responsible to the ECEF Board of Directors, for the proper performance of his/her duties, which will include:

1. Providing technical assistance and support to facilitate the operationalisation of the ECEF which includes assisting the Chief Executive Officer of the ECEF in the execution of the following tasks:
 - i. development of continual strategic plan for the Board's consideration;
 - ii. formulation of corporate policies and procedures, operational and financial plans (work programmes and budgets);
 - iii. networking with ECEF stakeholders and negotiate terms for the enhancement and advancement of the operations of the ECEF.
 - iv. execution of the work programmes of the ECEF;
 - v. the development of reports and accounts for the ECEF Board;
 - vi. development and implementation of the company's public awareness and marketing strategy.
2. Monitoring of matters related to entrepreneurial, financing and investment climate within the region;
3. Conducting research on the entrepreneurial market in the region, in particular potential clients of the ECEF;
4. Any other related duties which may be assigned.

SALARY

Salary will be commensurate with qualifications and experience.

The following documents must be submitted:

- Employment application form
- Curriculum vitae
- **Two (2)** original letters of reference
- **Certified** copies of certificates
- Official transcripts

The application form and supporting documents must be sent to:

**Deputy CEO, ECEF Employment Application
Human Resource Department
Eastern Caribbean Central Bank
P O Box 89
BASSETERRE
St Kitts**

To reach no later than 02 December 2011

- NB:**
1. **Only candidates short listed for the selection process will be contacted;**
 2. **Applicants may enquire of the Human Resource Department to ascertain receipt of applications.**