



## **EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED**

### **VACANCY**

**Job Title:** MANAGER – OPERATIONS DIVISION

**Level:** Management

**Reports to:** Chief Executive Officer

#### **Job Summary:**

The primary responsibility of the position of the Manager – Operations Division is the general supervision and direction of the Division's staff to ensure the efficient and effective day-to-day management of the market operations of the ECSE Group, in accordance with their by-laws, rules, regulations and mission statements.

#### **Responsibilities:**

The basic responsibilities of this position include:

1. Reviewing, analysing, planning, coordinating and leading all activities within the Division;
2. Managing key Exchange functions including the co-ordination and execution of activities necessary for effecting timely execution of auctions and trades;
3. Managing all Central Securities Depository (CSD) functions including
  - the co-ordination and execution of all activities necessary for effecting timely settlement of trades on behalf of participants;
  - the registration of securities and the maintenance of securities holders' records at the electronic registry; and
  - ensuring compliance with the Securities laws and regulations and the rules and procedures of the Securities Commission and the CSD;
4. Managing all services to issuers including processing of corporate actions;
5. Managing the application process for the registration and certification of all parties desirous of engaging in securities activity on the ECSE;

6. Overseeing the Information Technology function to ensure sound operational procedures that meet audit requirements and ensure adequate controls are in place to reduce risk and exposure to the Group.
7. Other duties as assigned by the Chief Executive Officer.

**Requirements:**

1. A Bachelors Degree in Business Administration, Commerce, Finance, Economics, Law, Accounting or other Business-related field, with a good academic record; **and** a Masters Degree or relevant professional qualification;
2. A minimum of 5 years of management experience, preferable within a financial market infrastructure;
3. A sound understanding of corporate, financial and business practices;
4. Experience in the securities industry;
5. Experience in managing IT infrastructure would be considered an asset.

The candidate must:

1. Be a self-motivated and energetic high achiever;
2. Have strong leadership skills;
3. Have strong analytical, organisational and prioritisation skills;
4. Be solutions-oriented with sound judgement and good decision making-abilities;
5. Be a good team player, and able to multi-task;
6. Be an effective communicator with good oral and writing skills; and
7. Exhibit a high level of maturity and excellent interpersonal skills.

Interested persons should submit a completed “ECSE Application for Employment” form (available on the ECSE’s website - [www.ecseonline.com](http://www.ecseonline.com)), together with their curriculum vitae, **two (2)** original references, and **certified** copies of certificates, to [recruitment@ecseonline.com](mailto:recruitment@ecseonline.com) for the attention of:

**The Human Resources & Corporate Services Manager  
Eastern Caribbean Securities Exchange  
P O Box 94  
Basseterre  
St Kitts**

To reach no later than **31 March 2026**.