



EASTERN CARIBBEAN CENTRAL BANK

Basseterre, St Kitts

CAREER OPPORTUNITIES

Suitably qualified citizens of member territories of the Eastern Caribbean Currency Union (ECCU) are invited to apply to fill vacancies at the Eastern Caribbean Central Bank headquartered in Basseterre, St Kitts. The successful applicants 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) or at the ECCB's Agency Office in the respective territories.*

FIELD	KEY JOB REQUIREMENTS
Systems Analyst I (ASM)	<p>APPLICANTS MUST HAVE:</p> <ul style="list-style-type: none"> • A first degree in Computer Science or Information Systems related field • At least three (3) years work experience as a Systems Analyst including one (1) year experience in any three (3) of the following: <ul style="list-style-type: none"> • Windows Server 2008/2012, Windows 8/10 • Writing SQL queries • Microsoft SQL Server 2008/2012/2014 Administration • Microsoft Visual Studio • Crystal Reports • Web Development, JAVA, HTML,VB.NET programming <p>Experience in SAP administration would be considered an asset.</p> <p>APPLICANTS SHOULD ALSO HAVE:</p> <ul style="list-style-type: none"> • A positive attitude and strong work ethic; • Effective oral and written communication skills; • A high level of interest and motivation; • The ability to be flexible, multi task and meet multiple deadlines; • Excellent problem solving and analytical thinking skills; • The ability to learn quickly on-the-job and adapt to a high paced and dynamic environment; • The ability to work on own initiative and effectively function as part of a team.
Senior Administrative Assistant	<p>APPLICANTS MUST HAVE:</p> <ul style="list-style-type: none"> • 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. <p>ASSETS INCLUDE:</p> <ul style="list-style-type: none"> • A minimum of three (3) years experience in the administrative field; • The ability to learn quickly on-the-job and adapt to a high paced dynamic environment; • Strong problem solving and analytical thinking skills; • Leadership qualities and excellent interpersonal skills; • Excellent written and oral communication skills; • Strong administrative and organizational skills; • The ability to work on own initiative and effectively function as part of a team.
Security Officer	<p>APPLICANTS MUST HAVE:</p> <p>At least five (5) CXC General Proficiency passes (or equivalent) including English Language and Mathematics.</p> <p>APPLICANTS MUST:</p> <ul style="list-style-type: none"> • Be between ages 21 and 45 years; • Be prepared to undertake a written, physical and mental fitness test; • Be a team player with good and oral and written communications skills; • Undergo a psychological assessment; • Have a clean criminal record/police certificate of character; • Have a valid driver's license. <p>Technical working knowledge of installing and operating physical security systems would be an asset.</p>

Refer to the ECCB's Website (www.eccb-centralbank.org) or the ECCB's Office in the respective territories for further details on each vacancy.

Salary will be commensurate with qualifications and experience.

The following documents must be submitted:

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

The application form and supporting documents must be sent to:

Career Opportunities Application
Human Resource Department
Eastern Caribbean Central Bank
P O Box 89, Bird Rock
BASSETERRE
St Kitts

To reach no later than 04 August 2017

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