

# 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 based in St Kitts, and will be hired initially on a two (2) year contractual engagement with the opportunity to transfer to the permanent establishment based on performance. 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))*.

POSITION / SUMMARY	KEY JOB REQUIREMENTS
<b>Accounting Officer I</b> Responsibilities will include but not be limited to preparing and analyzing financial statements in accordance with the International Financial Reporting Standards (IFRS), preparation of management reports, assist with assessing and formulating accounting/financial reporting solutions. Assist with research and interpretation and implementation of relevant accounting standards.	<b>APPLICANTS MUST HAVE:</b> <ul style="list-style-type: none"> <li>• A first degree in Accounting;</li> <li>• Association of Chartered Certified Accountant (ACCA), Certified Public Accountant (CPA) or equivalent professional accounting designation;</li> <li>• <b>At least three (3) years</b> relevant work experience in the accounting field or in an audit role with a public accounting firm;</li> <li>• Strong knowledge of IFRS and proficiency with researching accounting literature.</li> </ul>
<b>Audit Officer I</b> Responsibilities will include but not be limited to risk identification, assessment and analysis, assist with planning and conducting audits in accordance with International Audit Standards (IIA), propose practical and value added recommendations, prepare audit reports and perform consulting services to management.	<b>APPLICANTS MUST HAVE:</b> <ul style="list-style-type: none"> <li>• A first degree or higher in Accounting or Finance</li> </ul>
<b>Audit Officer II</b> Responsibilities will include but not be limited to developing, planning, and executing Information Technology (IT) audit programs based on risk assessments in a highly integrated audit environment. This includes documenting and communicating risks, providing counsel on control issues and recommended process changes, and monitoring corrective actions in order to improve the existing practices of the organization.	<b>APPLICANTS MUST HAVE:</b> <ul style="list-style-type: none"> <li>• An undergraduate degree in information systems, computer science, networking, accounting, finance or related field</li> <li>• Industry recognized certification such as Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), CIA, ACCA, CPA</li> <li>• <b>Minimum three (3) years</b> experience in either information technology auditing or information technology with significant exposure to internal controls and risk assessment practices</li> </ul>
<b>Human Resource Officer I</b> Responsibilities will include but not be limited to the transactional aspects of human resource management. The successful candidate will also be engaged with all facets of the employment lifecycle from recruitment to retirement.	<b>APPLICANTS MUST HAVE</b> <ul style="list-style-type: none"> <li>• A first degree in Humanities, Management Studies or Human Resource Management</li> <li>• At least two (2) years of relevant work experience in a generalist human resource environment with exposure to payroll, benefits management and health and wellness programmes</li> </ul>
<b>Human Resource Officer II</b> Responsibilities will include but not be limited to the transactional and transformational aspects of talent/performance development and management. The successful candidate will also be engaged with all facets of the employment lifecycle from recruitment to retirement.	<b>APPLICANTS MUST HAVE</b> <ul style="list-style-type: none"> <li>• A first degree in Humanities, Management Studies or Human Resource Management</li> <li>• A proven track record in talent/performance development and management plus at least five (5) years of relevant work experience in a specialist human resource environment with exposure to talent, performance and change management. A minimum of three (3) years Supervisory Management experience.</li> </ul>
Refer to the ECCB's Website ( <a href="http://www.eccb-centralbank.org">www.eccb-centralbank.org</a> ) 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 university transcript
- A recent original or certified copy of Criminal record/Police certificate of character

### Supporting documents should be sent to:

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

To reach no later than **19 October 2018**

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