

# Executive Search

On behalf of our client, the Eastern Caribbean Central Bank (“ECCB” or “the Bank”), we are seeking to recruit a suitably experienced individual to fill the newly created position of **Chief Director, Operations**.



## **Chief Director, Operations**

*The Chief Director, Operations provides the vision, leadership and management necessary to ensure that the proper operational controls, administrative and reporting procedures, and HR systems are in place to deliver the Bank’s mandate effectively and to ensure financial soundness and strength and operating efficiency.*

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### **Qualifications**

- Master’s Degree in Business Administration, Management, Finance, Accounting or other related management field.
- A Professional Designation in Accounting, Finance, Risk Management or HR Management would be an asset.

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### **Summary of principal duties & responsibilities:**

- Performs administrative functions including:
  - o endorsing financial instruments;
  - o acting as a signatory for cheques, drafts, payment instructions, credit card accounts, and ID/Access cards;
  - o providing direction for the sale of equipment;
  - o authorising budgeted/approved expenditure.
- Participates in contract negotiations and signs correspondence for operational and procedural matters.
- Approves leave and other staff-related matters (e.g. recruitment ads, appointments, certain expenses).
- Provides guidance to all departments and facilitates cross-departmental discussions on operational issues.
- Provides oversight for implementation of internal policies, procedures and systems; preparation and management of the annual budget; external messaging; and the payments, clearings and settlement systems.
- Provides guidance, facilitates discussions and submits reports to the Executive Committee on HR matters (e.g. recruitment, performance, development, complaints).
- Serves as the management liaison to the Executive Committee on staffing, operational and financial matters and facilitates the implementation of related decisions.
- Engages External Auditors on matters related to the annual audit.
- Prepares the agenda and records all decisions for meetings of the Executive Committee.
- Participates in meetings of the Executive Committee to decide on staff matters, strategic priorities, financial performance, operational and procedural changes, policy formulation and adjustments, Risk and Internal Controls, Safety and Security, and Meetings of the Monetary Council and Board of Directors.
- Acts as Chair for internal policy meetings as directed by the Executive Committee.

### **Experience & attributes:**

- A minimum of 10 years of relevant experience in a senior management role.
- Strong mentoring and coaching experience.
- A good understanding of business functions such as HR, Accounting and Finance and Customer Relations and a working knowledge of information systems.
- High integrity and credibility, good judgement and commitment to corporate mission.
- Skilled at decision making, creative problem solving, negotiation, conflict resolution and organizational change.
- Strong written, oral, interpersonal and presentation skills
- Ability to interface effectively with staff at all levels as well as members of the Board of Directors and Monetary Council.

*Applications should be submitted with detailed Curriculum Vitae to [execsearch@bb.pwc.com](mailto:execsearch@bb.pwc.com) no later than **January 22, 2018**. We thank all applicants for their interest; however we wish to advise that only suitable applications will be acknowledged.*