



## EASTERN CARIBBEAN CENTRAL BANK

### V A C A N C Y

#### **Security Officer, Security Unit, Support Services Management Department**

Suitably qualified citizens of member territories of the Eastern Caribbean Currency Union (ECCU) are invited to apply to fill the post of **Security Officer, Security Unit, Support Services Management Department (SSMD)**, at the Eastern Caribbean Central Bank, headquartered in Basseterre, St Kitts. The successful candidate 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](http://www.eccb-centralbank.org)) or at the ECCB's Office in the respective territories.*

#### **APPLICANTS MUST**

- Possess at least five (5) CXC General Proficiency level passes (or the equivalent) including English Language and Mathematics;
- Be between the ages of 21 and 35 years;
- Be a team player with good oral and written communication skills;
- Be prepared to undertake a written assessment;
- Be prepared to undertake a physical and mental fitness test;
- Have a clean criminal record/police certificate of character;
- Have a valid driver's license.

Technical working knowledge of installing and operating physical security systems would be an asset.

#### **DUTIES**

The selected candidate will be directly responsible to the Chief of Security, Security Unit, SSMD for the proper performance of their duties, which will include:

1. Managing the access control systems of the Bank;
2. Managing the surveillance systems of the Bank;
3. Patrolling the Bank's premises;
4. Investigating system alarms and incidents;
5. Preparing investigative and patrol reports for Duty Supervisors;
6. Any other related duties which may be assigned.

#### **SALARY**

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
- Birth Certificate

#### **The application form and supporting documents must be sent to:**

**Security Officer Employment 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**

- Note:**
1. Only candidates shortlisted for the selection process will be contacted;
  2. Shortlisted candidates will be required to undertake various assessments;
  3. Shortlisted applicants must undergo a psychological assessment.