

EXTERNAL ADVERTISEMENT VACANCY

MANAGER'S ASSISTANT

Applications are invited from persons with suitable qualifications to fill the position of “**Manager's Assistant**” at **Republic Bank Limited, British Virgin Islands (BVI)**.

The job holder is responsible for:

- Providing high-level professional support to the Managing Director, in areas of Marketing and Communications, Risk Management Reporting, Strategic Budget Preparation, Economic and Market Research consistent with Republic Bank (BVI) Limited's Service Standards and Procedures.
- Being a key representative and intermediary for the Managing Director on RFHL Group Functional related initiatives and projects, as well as a representative on behalf of the MD on local BVI centered Corporate Social Responsibility initiatives.
- Anticipating the needs of the MD at a high level and providing critical support allowing him/her to focus on developing the vision and strategy of Republic Bank, (BVI) Limited.

JOB RESPONSIBILITIES INCLUDE:

BUSINESS INTELLIGENCE/DATA MINING & ECONOMIC RESEARCH & REPORTING

- Monitoring and Reporting on internally defined intervals on economic, financial and business developments (locally, regionally and globally) that have a direct impact on the short/medium/long term profitability and sustainability and growth potential of the entity.
- Producing on demand reports for economic and business- related data and information as requested by the MD while supporting all areas of Strategic Planning, Budgetary Planning, Quarterly and Monthly Reporting both internally and at the Group Level.
- Developing, building and maintaining strong and effective relationships with key RFHL Group functional Units to respond to requests, report on key statistical Indicators and gather and glean RFHL specific information both from an inbound and outbound perspective

MARKETING BRANDING AND COMMUNICATIONS

- Developing marketing, branding and communication strategies & tactical plans for the BVI, in collaboration with the Group's Marketing Specialist in Trinidad
- Setting meetings, obtaining statistics/ inputs and participating in discussions with internal and external stakeholders (e.g., agencies, territories, external parties, & other Units)
- Collaborating with the Personal and Business Segment Managers as well as giving input into the discussion with internal and external stakeholders (e.g. agencies, external parties, Risk, ITMD & other Units) for the development of new products/ services or to enhance existing offerings for the BVI.
- Documenting the process, making recommendations and working with the MD in preparing presentations and proposals for approval

GENERAL SUPPORT & REPRESENTATION ON BEHALF OF MD

- Representing the MD on selective Group RFHL Committees, Project Teams and Initiatives as required.
- Representing RBBVI on local and regional Social Responsibility and or ESG Initiatives and Forums.
- Preparing speeches, presentations for internal and external activities, forums and Conferences.
- Tracking, maintaining and or reviewing the annual Service Level Agreements between RBBVI and RFFHL Group Head Office

SUPPORT TO THE RFHL STRATEGY & EXECUTION GOVERNANCE MODEL

- Participating in the facilitation and ideation process, and identification of initiatives for implementation and supporting the achievement of standardization across the Group.
- Supporting the development of Business Cases for initiative selection and approval.
- Ensuring assignment and maximization of resources; elimination/mitigation of duplicated or wasted efforts across Line of Business and the Group
- Collaborating with the Change Management Work Stream Lead ensuring impact assessment, implementation and execution of appropriate change management strategies
- Managing the implementation and execution of initiatives by Initiative Owners in collaboration with Group Work Stream Leads and MD.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science Degree in Business Management/Economics or related discipline.
- At least six years' experience in strategic research/marketing and or business analytics within the financial services
- High proficiency in Microsoft Office and other relevant software.
- Sound knowledge of Project Management
- Sound knowledge of financial management.

BEHAVIOURAL COMPETENCIES AND SKILLS

- Excellent leadership and communication skills.
- Strong analytical, problem-solving and creative skills
- Excellent interpersonal skills and the ability to work collaboratively with other teams and departments.

The job is graded at the Job Level 7.1

Your comprehensive resume and three (3) references should be received no later than August 5, 2024 to:

**Human Resources Department
Republic Bank (British Virgin Islands) Limited**

P.O. Box 434, Road Town

Tortola, VG1110

British Virgin Islands

Email: marcia.creque-scatliffe@rfhl.com

All applications received will be treated with the strictest of confidence. BV Islanders and Belongers will be given preference. We thank all interested applicants; however only shortlisted candidates will be contacted.