The National Bank of the Virgin Islands (“the Bank”) is seeking a qualified person to fill the following full-time position:

**POLICY OFFICER**

**Job Summary:** To conduct research aimed at enhancing and/or developing the Bank’s existing suite of policies, procedures and manuals and to provide timely, useful information that will support the Bank’s business initiatives.

**Educational Requirements:** Bachelor’s degree in Business Administration, Banking, Finance or any other related field

**Training/Skill Requirements:** i) excellent organizational skills; ii) strong research skills; iii) strong verbal and written communication skills; iv) strong analytical and problem-solving skills; v) thorough understanding of commercial banking, financial topics and trends; vi) sound knowledge of Microsoft Office and general computer use; vii) strong interpersonal skills; viii) ability to work with tight deadlines and within constraints; and ix) aware of and compliant with the legal standards established by the Virgin Islands

**Experience:** A minimum of five (5) years relevant on-the-job work; experience in Banking is an asset

**Primary Responsibilities** include, but are not limited to:

1. Partner with Management to identify and develop key policy areas.
2. Assemble, interpret and analyse data gathered from various sources, to provide useful and accurate information to Management.
3. Research, draft, review and develop Bank policies, procedures, manuals and related staff training materials to ensure consistency, quality, accuracy and alignment with industry standards.
4. Assist in the preparation of business cases, inclusive of risk analysis, for the introduction of new products and services.
5. Partner with the Marketing Manager, Business Development Officer and Management to research and identify avenues of growth (new products, services, markets) for the Bank.
6. Assist in the review of proposals for performance of banking business and provide recommendations based on assessment of same.
7. Ensure charters, policies and governance documents are updated within regulatory requirements. And are in line with the Bank’s size, scope of business and strategic direction.
8. Assist with the preparation of annual reports in line with audited financial statements.
9. Assist with the drafting of Executive responses to routine memos, letters, or other correspondence.
10. Provide strategic input to Management regarding policy development; and
11. Assist with the preparation of status reports.

**Reporting Line:** Chief Policy and Research Officer

**Submission Deadline:** 10th November 2023

Interested persons should send their application letter and résumé ONLY via email humanresources@nationalbank.vg to the attention of:

*Mrs. Sophia Berkeley*
*Chief Human Resources Officer*
*National Bank of the Virgin Islands Limited*
*P.O. Box 275*
*Road Town, Tortola VG1110*
*British Virgin Islands*

Please call (284) 852-2916 if any further information or clarification is required.