

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

BUSINESS DEVELOPMENT OFFICER

Job Summary:

- To ensure the operational effectiveness and excellence of business units by designing and documenting workflow and making appropriate recommendations that will positively impact operational efficiency and effectiveness.
- To be the functional expert on all business unit applications with support from relevant Subject Matter Experts (SME's) and, in most cases, to be the lead project manager on ICT and other assigned projects.

Educational Requirement: Bachelor's Degree in Business Administration, Computer Science, Computer Information Systems, Management Information Systems or Information Technology

Training/Skill Requirements: i) ability to analyze PC, network, and general IT hardware and software issues; ii) ability to use industry standard design software; iii) strong communication, analytical and problem-solving skills; and iv) aware of and compliant with the legal standards established by the Virgin Islands

Experience: 5 years in a similar role; banking experience is preferred

Primary Responsibilities include, but are not limited to:

1. Work closely with personnel and business partners to identify and maximize opportunities to use information and technology to improve product, service and/or program business processes.
2. Create and maintain project schedules by defining project scope and objectives, developing project plans and specifications, estimating time requirements, establishing deadlines, providing regular reminders and status updates, monitoring milestone completion, providing detailed and effective written tracking of all phases of the project product/service lifecycle, providing timely reporting of issues that impact project progress, coordinating actions, and resolving conflicts.
3. Assist Business Unit Leaders in developing tactical and strategic product, services and/or programs to support the business unit's goals.
4. Review, analyze, and create detailed documentation of business systems and user needs, including workflow, program functions, and steps required to develop or modify systems/applications.
5. Consult with personnel to determine business, functional and technical requirements for specified applications.
6. Coordinate the development of all approved versions of business and functional specifications for specified applications. Conduct timely reviews of use and test cases and other technical documents with appropriate staff to ensure business requirements are adequately reflected in technical planning documents.
7. Analyze the business unit's activities and trends and compare analyses against the service standards and best practices.
8. Define, develop and implement quality assurance practices and procedures, end user test plans and other QA assessments.
9. Perform query programming and administration.
10. Ensure that service levels for response times, system availability, and report distribution are achieved.
11. Manage software licenses for existing and future software to ensure no loss of service in accordance with the Unit's direction.

Reporting Line: Chief Information Officer

Submission Deadline: 17th 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.