

RECRUITMENT ANNOUNCEMENT

Administrative Officer

Eastern Caribbean Citizenship by Investment Regulatory Authority (ECCIRA)

Invitation

The Interim Regulatory Commission for Citizenship by Investment Programmes in the Eastern Caribbean invites applications from qualified and experienced professionals within the Eastern Caribbean Currency Union (ECCU) for the position of Administrative Officer of the Eastern Caribbean Citizenship by Investment Regulatory Authority (ECCIRA).

ECCIRA is a newly established regional authority tasked with enhancing the oversight, integrity, transparency, and harmonisation of Citizenship by Investment (CBI) Programmes across the ECCU. The Authority will play a pivotal role in ensuring the sustainability and global credibility of the region's CBI industry.

The Administrative Officer will be based at ECCIRA's headquarters in Grenada and will report directly to the Chief Executive Officer. The Administrative Officer will serve as Executive Assistant to the CEO while also providing broader administrative and coordination support across ECCIRA. Relocation support will be provided for suitably qualified candidates.

The Role

Reporting directly to the Chief Executive Officer, the Administrative Officer will provide high-level executive assistance, administrative coordination, and organisational support to ensure the efficient functioning of the Office of the CEO and ECCIRA's broader administrative operations. The role is critical to supporting effective communication, coordination, scheduling, records management, and operational efficiency across the Authority.

Key responsibilities include:

- Managing the CEO's calendar, appointments, travel arrangements, and meeting schedules;
- Providing executive support to the CEO, including preparing correspondence, reports, presentations, and briefing materials;
- Coordinating meetings, workshops, conferences, and official engagements, including

logistics and documentation;

- Preparing agendas, recording minutes, and following up on action items from meetings;
 - Managing confidential information, records, and correspondence with professionalism and discretion;
 - Supporting internal communication and coordination among ECCIRA departments and external stakeholders;
 - Assisting with office administration, procurement coordination, records management, and document filing systems;
 - Supporting the preparation and organisation of Board and management documentation;
 - Assisting with travel, protocol, and logistical arrangements for official visitors and delegations;
 - Supporting administrative processes, operational coordination, and organisational events across ECCIRA; and
 - Contributing to the efficient and professional administration of ECCIRA's operations and executive functions.
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Candidate Profile

The ideal candidate will be a highly organised, proactive, discreet, and detail-oriented administrative professional with:

- A Bachelor's degree in Business Administration, Public Administration, Management, Office Administration, or a related field;
- A minimum of 7 years of progressively responsible experience in executive assistance, office administration, or administrative coordination;
- Demonstrated experience supporting senior executives or management teams;
- Strong organisational, multitasking, and time-management abilities;
- Excellent written and oral communication skills;
- High proficiency in Microsoft Office applications and other administrative and scheduling systems;
- Strong records management, document preparation, and coordination skills;
- Ability to manage confidential and sensitive information with professionalism and discretion;
- Strong analytical, problem-solving, and interpersonal skills; and
- High ethical standards, integrity, professionalism, and attention to detail.

Experience in public sector institutions, regional organisations, financial services, or regulatory environments would be an asset. Regional experience within the Caribbean is highly desirable.

Core Competencies

- Executive and administrative support
 - Organisational and time-management skills
 - Records and information management
 - Communication and stakeholder coordination
 - Professional discretion and confidentiality
 - Event and logistics coordination
 - Attention to detail and accountability
 - Teamwork and collaboration
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Terms of Appointment

- Two-year contract, renewable based on performance.
 - Competitive remuneration package, commensurate with qualifications and experience.
 - Subject to comprehensive background checks, including financial, integrity, and security vetting in accordance with international best practices.
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Application Process

Interested candidates should submit the following documents:

- A cover letter outlining suitability for the role;
- A detailed curriculum vitae (CV); and
- Names and contact information for three professional referees.

Application Deadline: **June 30, 2026 at 11:59 pm Atlantic Standard Time (AST).**

✉ Submit applications electronically to: **CBIRegulator@eccb-centralbank.org**

Only candidates who meet the required qualifications will be acknowledged.