

RECRUITMENT ANNOUNCEMENT

Operations 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 Operations 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 Operations Officer will be based at ECCIRA's headquarters in Grenada and will report to the Accountant and the Chief Corporate Services Officer. Relocation support will be provided for suitably qualified candidates.

The Role

Reporting to the Accountant and the Chief Corporate Services and Operations Officer, the Operations Officer will support the efficient administration, coordination, and day-to-day operational functions of ECCIRA. The role is critical to ensuring smooth internal operations, effective administrative support, and the timely delivery of organisational services and initiatives.

Key responsibilities include:

- Supporting the coordination and execution of ECCIRA's administrative and operational activities;
- Assisting with procurement, inventory management, logistics, and office administration functions;
- Supporting the preparation and monitoring of operational budgets, expenditures, and procurement records;
- Assisting in the implementation and maintenance of operational policies, procedures, and internal controls;

- Coordinating meetings, travel arrangements, events, and related logistical requirements;
 - Maintaining accurate operational records, databases, and filing systems;
 - Assisting with vendor management and liaising with service providers to ensure timely delivery of services;
 - Supporting the preparation of operational reports, correspondence, and documentation for management;
 - Assisting in the coordination of facilities management, workplace safety, and business continuity activities; and
 - Contributing to the efficient administration and operational effectiveness of ECCIRA.
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Candidate Profile

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

- A Bachelor's degree in Business Administration, Operations Management, Public Administration, Management, or a related field;
- A minimum of 5 years of progressively responsible experience in operations, administration, office management, or related fields;
- Sound knowledge of office administration, procurement, records management, and operational procedures;
- Experience supporting budgeting, logistics, and administrative coordination functions;
- Strong organisational, multitasking, and time-management skills;
- Excellent written and oral communication abilities;
- Proficiency in Microsoft Office applications and other administrative systems;
- Strong analytical, problem-solving, and coordination skills; and
- High ethical standards, integrity, 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

- Operations and administrative management
- Procurement and logistics coordination
- Records and information management
- Organisational and time-management skills
- Analytical thinking and problem-solving
- Communication and stakeholder coordination
- Attention to detail and accountability
- Teamwork and collaboration

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.