



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

INVESTMENT AND RESERVE MANAGEMENT OFFICER

The Central Bank invites qualified individuals to join its Investment and Reserve Management Unit in the Financial Services Division.

The Investment and Reserve Management (IRM) Officer will support the Assistant Manager, IRM, in measuring and monitoring the portfolio risks and compliance with respect to investment guidelines outlined in the Central Bank Act and the Foreign Reserve Investment Policy. The IRM Officer will also assist in improving the overall investment strategy, evaluating the performance of the investment portfolio, and providing periodic reports to the Investment Management Committee and the Board. The incumbent will assist in managing and monitoring the administration of Government Securities and the Central Securities Depository (CSD) operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor compliance with relevant laws and guidelines to ensure effective management of the Bank's foreign reserves;
- Contribute to the development and continuous improvement of an investment strategy by conducting research and providing guidance on best practice standards;
- Assist with the development of the foreign reserve portfolio benchmark;
- Develop and maintain effective tools and methodologies for measuring portfolio performance;
- Monitor and assess global markets and recommend portfolio investment options;
- Complete a monthly macro analysis report on market conditions, trends, and global economic outlook to inform investment decisions;
- Assist with the provision of fiscal services and money and capital market development;
- Perform all CSD related duties in the absence of the Supervisor, IRM;
- Participate in organizational and departmental strategy development and implementation; and
- Perform related duties that may be assigned.

The applicant should possess the following:

EDUCATION AND EXPERIENCE

- A Master's Degree in Finance, Economics, Accounting, or a related field from a recognized university, with at least two (2) years working experience in Treasury Operations or Investment Management within the financial sector;
- Or
- A Bachelor's Degree in Finance, Economics, Accounting, or a related field from a recognized university, with at least three (3) years working experience in Treasury Operations or Investment Management within the financial sector.

TECHNICAL KNOWLEDGE

- Demonstrate in-depth understanding of financial markets; high degree of efficiency in data interpretation; strong research and analytical skills; knowledge of navigating and interpreting data on Bloomberg software; knowledge of the strategic management approach; proficient in Microsoft Office Suite; excellent written and oral communication; excellent organizational skills; excellent presentation skills.

COMPETENCIES

- Diagnostic Information Gathering; Analytical Thinking; Initiative; Fostering Teamwork; Attention to Communication; Building Collaborative Relationships; Persuasive (Writing) Skills; Managing Change.

Interested persons kindly submit the following documents by **Wednesday, 23 October 2019**:

- Central Bank Employment Application Form (available online)
- Curriculum Vitae
- Three references (one must be from previous employer)
- Copies of school transcripts, degrees, and any other personal certificates

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize
P O Box 852 or Gabourel Lane
Belize City, BELIZE

Ref: Investment and Reserve Management Officer- IRM Unit, Financial Services

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence.)