

BANK OF GUYANA

Position: Director

Department: Research

Duties

Technical

1. Submit regular reports to the Governor on economic, financial and monetary developments.
2. Advise the Governor on monetary and exchange rate policies and other macroeconomic policies.
3. Disseminate information on financial development to the Management of the Bank.
4. Develop the monetary programming and decision-making framework of the Bank.
5. Produce regular forecasts of major macroeconomic aggregates.
6. Work closely with, advise and provide data to operational departments of the Bank for undertaking domestic debt transactions.
7. Inform policy through designing, coordinating and undertaking quantitative research projects or key monetary and financial sector developments.
8. Maintain regular communication with Government, financial and business sectors to monitor factors affecting key economic and financial indicators.
9. Liaise with the Multilateral Financial Institutions (MFIs) and CARICOM Central Banks; represent the Bank of Guyana at regional and international economic conferences.
10. Monitor closely and inform the Governor of performance on the quantitative targets specified under the IMF programme. Liaise closely with the Bank's Programming and Policy Unit in the Office of the Governor.
11. Maintain and expand the Bank's statistical database. In collaboration with the Bureau of Statistics and other Government Ministries/Agencies, participate in the preparation of balance of payments and national income accounts data.
12. Coordinate and ensure the timely issue of Bank publications including the following:

Monthly Banking System Abstract
Quarterly Statistical Bulletin
Quarterly Economic and Financial Review
Annual Report

13. Collaborate with Government and oversee the Bank's input for the national budget.
14. Advise the Librarian on key information requirements and coordinate dissemination of materials.
15. Carry out any other duties assigned by the Governor.

Administrative

1. Overall supervision of the personnel of the Research Department.
2. Establish the Research Department's goals and preparation of a work programme for the Department and follow-up its implementation.
3. Preparation of the budget estimates for the Department and ensuring adherence thereto.
4. Personnel planning including recommendation on staffing levels, required skills and staff training.
5. Conducting performance evaluations of Research Department staff and liaison with Human Resources Department on these and other administrative issues such as promotions.
6. Develop operating and administrative policies, systems and procedures needed in strengthening the Research Department's activities.
7. Disseminate Management decisions to Research Department staff and ensure compliance therewith.
8. Perform administrative duties related to personnel and resources of the Bank's Library.

Human Resources Department
October 23, 2007

JOB SPECIFICATION

DIRECTOR

- ❖ *Doctoral Degree in Economics or Finance and at least three (3) years relevant experience at a senior level or*

- ❖ *Master Degree in Economics, Banking & Finance and at least five (5) years relevant experience at middle to senior management level, in a bank or financial institution.*

- ❖ *Published work of an analytical and quantitative nature would be an asset.*