

# **BANK OF GUYANA**

## **JOB SPECIFICATION**

### **DIRECTOR**

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

Position:                      Director  
Department:                Research

### **Duties**

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. Oversee the maintenance and expansion of 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. 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. Responsible for the Library Unit, advising on key information requirements and coordinate dissemination of materials.

15. Establish the Research Department's goals and preparation of a work programme for the Department and follow-up its implementation.
16. Preparation of the budget estimates for the Department and ensuring adherence thereto.
17. Personnel planning including recommendation on staffing levels, required skills and staff training.
18. Review the performance evaluations of Research Department staff and liaison with Human Resources Department on these and other administrative issues such as promotions.
19. Develop operating and administrative policies, systems and procedures needed in strengthening the Research Department's activities.
20. Disseminate Management decisions to Research Department staff and ensure compliance therewith.
21. Perform administrative duties related to personnel and resources of the Bank's Library.
22. Overall supervision of the personnel of the Research Department.
23. Carry out any other duties assigned by the Governor.

***Human Resources Department***  
***September 30, 2008***

# **BANK OF GUYANA**

## **JOB SPECIFICATION**

### **ASSISTANT DIRECTOR**

- ❖ *Masters Degree in Economics, Banking & Finance*
  
- ❖ *At least four (4) years relevant experience at middle to senior management level, in a bank or financial institution.*
  
- ❖ *Published work of an analytical and quantitative nature in reputable journals.*

Position: Assistant Director

Department: Research

### **Duties**

1. Assist in the submission of regular reports to the Governor on economic, financial and monetary developments.
2. Assist in advising the Governor on monetary and exchange rate policies and other macroeconomic policies.
3. Assist in the dissemination of information on financial developments to the Management of the Bank.
4. Assist in the development of the monetary programming and decision-making framework of the Bank.
5. Assist in the production of regular forecasts of major macroeconomic aggregates.
6. Work closely with the Director to advise and provide data to operational departments of the Bank for undertaking domestic debt transactions.
7. Assist in designing, coordinating and undertaking quantitative research projects or key monetary and financial sector developments.
8. Assist in liaising with the Multilateral Financial Institutions (MFIs) and CARICOM Central Banks; represent the Bank of Guyana at regional and international economic conferences.
9. Closely monitor and inform the Governor of performance of the quantitative targets specified under the IMF programme. Liaise closely with the Bank's Programming and Policy Unit in the Office of the Governor.
10. 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.
11. 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
12. Assist in collaborating with Government and oversee the Bank's input for the national budget.
13. Advise the Librarian on key information requirements and coordinate dissemination of materials.
14. Day to day supervision of the personnel of the Research Department.

15. Assist in the establishment of Research Department's goals and preparation of a work programme for the Department and follow-up its implementation.
16. Assist in the preparation of the budget estimates for the Department and ensuring adherence thereto.
17. Assist in personnel planning including recommendation on staffing levels, required skills and staff training.
18. Conduct performance evaluations of Research Department staff and liaison with Human Resources Department on these and other administrative issues such as promotions.
19. Assist in the development of operating and administrative policies, systems and procedures needed in strengthening the Research Department's activities.
20. Disseminate management decisions to Research Department staff and ensure compliance therewith.
21. Perform administrative duties related to personnel and resources of the Bank's Library.
22. Carry out any other duties assigned by the Director.

***Human Resources Department***  
***September 30, 2008***

# **BANK OF GUYANA**

## **JOB SPECIFICATION**

### **JUNIOR ECONOMIST**

- ❖ *A Bachelor's Degree in Economics/Finance or Business with a minimum grade point average of 2.7 Final year economics students with the minimum grade point average can apply.*
  
- ❖ *Computer Literate in Microsoft Word and Excel.*

Job Title:                      Junior Economist  
Department:                 Research  
Unit:                             Financial Stability

**Duties**

1. Collection of data and maintenance of a database on Financial Soundness Indicators.
2. Analyse the financial statements of the Licensed Financial Institutions.
3. Analyse *Micro* Prudential Indicators on the financial system.
4. Examine risks to the financial system including Portfolio, Operations, and Business risks.
5. Perform stress test of the financial system.
6. Undertake research on issues relevant to financial stability.
7. Track and analyse trends and developments in the financial institutions.
8. Help to prepare *Financial Stability Reports* for the Financial Stability Committee.
9. Supervise clerical staff in the unit.
10. Any other duties assigned by the Director.

***Human Resources Department***  
***Tuesday, September 30, 2008***