

Job Title: Bank Secretary

INTRODUCTION

We seek a talented and highly experienced Bank Secretary to lead the Secretariat functions of the Caribbean Development Bank (CDB/the Bank). The Bank Secretary will facilitate effective governance mechanisms and support the Bank's senior leadership in aligning Board priorities with organisational goals. This role requires a proactive and diplomatic professional with strong organisational, leadership, and communication skills. We invite you to apply if you are a highly motivated governance and strategic advisory professional with a strong passion for the Bank's mandate.

THE ROLE

The Bank Secretary reports to the President and manages the Secretariat. They serve as the primary liaison between the Board of Governors, Board of Directors, management, and key stakeholders and are one of the President's principal counselors. Responsibilities include coordinating meetings of the Board and of the Board sub-committees, maintaining official records and ensuring compliance with the Bank's Charter and By-laws. Additionally, the role involves managing membership, advising on protocol, and facilitating Board of Directors' and sub-committee members' training and onboarding.

KEY RESPONSIBILITIES

Board Governance & Strategic Advisory

- Manage the Board calendar, schedule meetings, and organise informal sessions.
- Provide timely, accurate, and relevant insights to enable well-informed decision-making.
- Ensure compliance with governance mechanisms, oversee shareholder relations, and guide input flow to management.
- Advise the President and senior management on working effectively with the Board to align governance with Bank priorities.
- Lead onboarding and transition processes for Governors, Directors, the President, new members.

Stakeholder Engagement & Consensus Building

- Collaborate with the Communications & Corporate Affairs Department to develop and implement communication and advocacy initiatives that strengthen alignment between the Board, management, and other stakeholders.
- Proactively manage divergencies and pressure points to build consensus.
- Coordinate management's approach to building strategic partnerships with potential shareholders. processing applications for membership,
- Coordinate the new membership process, including application processing and maintaining accurate records on membership decisions and status.

Meeting & Decision-Making Coordination

- Oversee the agenda, records, and minutes of the Board of Governors, Board of Directors, and sub-committees.
- Prepare Chairpersons' briefings for all official meetings and briefings on significant and potentially complex issues for Board discussions.
- Ensure effective pre- and post-meeting coordination, follow-ups, and tracking of commitments.
- Develop and implement the event strategy for the Board of Governors Annual Meeting.
- Organise and support donor meetings for the replenishment of the Special Development Fund.
- Oversee the Presidential election process, ensuring integrity, transparency, and compliance with the Bank's Charter.

Compliance, Records & Translation Services

- Ensure compliance with agreements, conventions, and protocols involving member states and international organisations.
- Manage and safeguard vital Bank records and ensure proper use of the Bank's seals.
- Oversee translation and interpretation services for official documents.
- Maintain quality and timeliness standards for Board document submissions and responses.

Protocol

- Advise on visiting dignitaries' formalities and ensure appropriate arrangements are in place.
- Coordinate media activities related to visiting dignitaries with the Communications and Corporate Affairs Department.
- Train staff in the Bank's protocol guidelines.

Budget & Team Leadership

- Develop and manage the Secretariat budget, ensuring timely expenditure within policy guidelines.
- Administer the official travel of the Board of Governors, Directors, and Advisors.
- Lead and develop a high-performance team, including recruitment, performance management, coaching, and staff engagement.

SELECTION CRITERIA

Candidates should have exceptional leadership and diplomatic skills, enabling them to navigate complex political and regulatory environments while fostering collaboration and consensus among diverse stakeholders. They will be strategic thinkers with a proactive, solutions-oriented approach, capable of overseeing a high-performing team and ensuring the effective operation of Board-related processes. They need to be regarded as trusted and impartial advisers by both management and the Board.

Technical Grounding & Expertise

The successful candidate should have:

- A master's degree or its equivalent in Political Science, Law, Corporate Governance, Business Administration, or related discipline.
- Extensive experience in board governance, stakeholder management, and strategic advisory roles, preferably gained in an international financial institution or similar membership organisation.
- A good understanding of the governance structures, decision-making processes, particularly within a multilateral setting, and issues related to board effectiveness.
- Proven track record in compliance, governance, and decision-making facilitation.
- A strong level of commitment to the highest standards of governance and corporate governance.

Function-specific Competencies

The Bank Secretary should be able to:

- Demonstrate strong communication, negotiation, and consensus-building skills.
- Maintain confidentiality and handle sensitive information with discretion.
- Collaborate effectively with key stakeholders and partners.
- Demonstrate strong diplomatic and interpersonal skills in engaging with diverse stakeholders.
- Manage complex institutional relationships and navigate political sensitivities.
- Provide high-level counsel to the Board and executive leadership on governance matters, aligning with corporate governance best practices and the Bank's Charter and By-laws.
- Lead diverse teams and create a high-performing Secretariat function.

BEHAVIOURAL COMPETENCIES

The Bank Secretary should demonstrate a strong proficiency in the following organisational core competencies:

Competency	Definition
Acting as a Champion for Change	The ability to identify problems and opportunities for change; implement solutions where appropriate, maintain effectiveness when experiencing major changes in work tasks or the work environment; and support people in their efforts to try new things.
Acting Decisively	Moves quickly to make decisions and commits to a straightforward course of action; comfortable making decisions based on partial information; willing to take risks to maintain momentum; shows a strong bias toward action.
Championing Customer Needs	Calls attention to issues that impact customer satisfaction; views situations from customers' perspective; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
Developing Talent	Invests time and resources into building the capabilities of team members; helps people define career goals and establish development plans to achieve them; gives people constructive, developmental feedback and advice.
Driving for Results	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.
Managing Performance	Clearly defines and communicates roles and responsibilities; holds people accountable for accomplishing objectives; recognises and rewards people who achieve results and deliver on performance expectations; provides effective feedback.
Managing Risk	Effectively balances risks and opportunities; thinks through potentially positive and negative outcomes; seeks ways to mitigate risks.
Setting a Strategic Vision	Identifies and articulates the strategic goals and direction of the company, Division, or group; establishes connections between short-term and long-term objectives and directions. Communicates the vision throughout the organisation through distinctive strategies, goals and action plans that maximise competitive advantage. Inspires and motivates entire Division (s) or Department (s) to adopt the vision.

TERMS OF APPOINTMENT

This role is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. The benefits package includes a pension plan, life and medical insurances.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that we will not discuss your background and interest with anyone including references, without your prior consent.

The deadline for submission of applications is **April 11, 2025** at 11:59 pm AST.

The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious, cultural background, gender, sexual orientation, or disabilities. Women are strongly encouraged to apply.

The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request such accommodation.

