

# Job Title: Vice President, Corporate Services

## INTRODUCTION

The Caribbean Development Bank, the Region's premier development finance institution, has an excellent opportunity for a Vice-President, Corporate Services (VPCS). Candidates should share in the Bank's passion and commitment to reducing poverty in the Region and want to make a difference in the lives of others. The successful candidate will join the Bank at a time when it is engaged in major efforts to transform the economies of its Borrowing Member Countries (BMCs).

## ABOUT CDB

CDB is a regional multilateral development bank established in October 1969 to contribute to the harmonious economic growth and development of the member countries in the Caribbean Region. CDB began operations in January 1970 and has become a leading catalyst for providing development financing, technical assistance, and policy advice to its BMCs to reduce poverty.

CDB's members are Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, the British Virgin Islands, Brazil, Canada, the Cayman Islands, Colombia, the Commonwealth of Dominica, Germany, Grenada, Guyana, Haiti, Italy, Jamaica, The People's Republic of China, Mexico, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Trinidad and Tobago, the Turks and Caicos Islands, the United Kingdom, and Venezuela.

CDB has embraced the Sustainable Development Goals (SDGs) to eliminate poverty and achieve inclusive and sustainable development. To this end, CDB pursues a holistic development agenda that gives prominence to the strategic areas of interest of its BMCs, such as social, economic, and institutional resilience, environmental sustainability, access to finance for development, and regional cooperation and integration.

## THE ROLE

Reporting to the President, the VPCS will provide dynamic and effective leadership and direction to the finance and corporate services functions. They will lead the conceptualisation and elaboration of the Bank's resource mobilisation strategy. This will include building strategic partnerships to amplify our impact and creating a strong value proposition for a cross-section of public and private creditors and development partners. The VPCS will take a broad institutional view in shaping the agenda for corporate services, ensuring alignment with the Bank's corporate strategy and setting the tone for a culture that thrives on innovation, collaboration, and organisational values. The core areas within the VPCS' portfolio are:

- **Finance** – responsible for effectively planning and managing the Bank's financial operations, encompassing capital markets transactions, treasury and accounting activities, and producing financial statements and analyses. The function supports identifying opportunities for resource mobilisation and developing strategies to identify and leverage emerging funding sources.
- **Human Resources and Administration** – responsible for formulating, recommending, and implementing policies, strategies and programmes for effective human resource management and efficient administrative services.
- **Legal** – responsible for providing legal services, advice and counsel to CDB so that the Bank in the conduct of its affairs is in compliance with its Charter, international and municipal law, and in accordance with its existing or appropriate policies, rules and procedures.
- **Information and Technology Solutions** – responsible for the overall vision and strategy of integrating and leveraging technology solutions that support current and future business needs. The function is also responsible for information and data privacy governance.
- **Communications & Corporate Affairs** – responsible for the strategic communications for the Bank. The function includes growing the Bank's brand awareness and reputation, media and stakeholder

relations, supporting thought leadership and advocacy, partnership building, and reputation risk management.

As a member of the Bank's senior management team, the VPCS will serve on several committees that support the Bank's governance architecture. Given this position's regional and international emphasis, the ideal candidate should be willing to travel as much as 30% of the time.

## **SELECTION CRITERIA**

This role requires a senior executive of regional/international stature with a successful track record of achievement that demonstrates exceptional strength in team leadership and relationship building. They must have a high level of personal integrity, demonstrated political objectivity, and independence. The VPCS should be diplomatic and demonstrate an unwavering commitment to diversity, equity, and inclusion.

The VPCS must be able to:

- work across institutional boundaries, build and lead a team of professional staff, and effectively utilise talent and expertise of team members;
- forge and sustain linkages with key partners in both the development finance and the broader financial services industry; and
- undertake high-level representation on behalf of the Bank at regional and international levels.

### **Qualifications and Experience**

- An advanced degree in one or more of the disciplines related to the core areas described above.
- Demonstrated experience as a successful senior executive in a complex and multifaceted organisation, with a comparable level of responsibility and scope. Experience at the senior level at an international institution would be an asset.
- Proven track record in financial resource mobilisation and extensive experience interacting with bilateral and/or multilateral development partners and institutions.
- Sound understanding of emerging trends in finance and capital markets.
- Sound understanding of risk management as it pertains to a development banking organisation.
- A second language competency (French and/or Spanish) would be an asset.

### **Organisational Competencies**

The VPCS must have strong proficiency in the following organisational competencies.

**Acting as a Champion for Change** – ability to identify problems and opportunities for change, and to implement solutions where appropriate; to 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** – ability to move quickly to make decisions and commit to a clear course of action; demonstration of comfort in making decisions based on partial information; willingness to take risks to maintain momentum; and strong bias toward action.

**Championing Customer Needs** – ability to call attention to issues that impact customer satisfaction; to view situations from the perspective of customers; to encourage people to think about customers when making decisions; and to develop and sustain productive customer relationships.

**Developing Talent** – willingness to invest time and resources into building the capabilities of team members; ability to help people define career goals and establish development plans to achieve them; and to give people constructive, developmental feedback and advice.

**Driving for Results** – demonstration of bottom-line orientation and ability to push self and others to achieve results; ability to keep current on project status, and to make sure people are aware of project status and what they need to do to keep things moving; ability to redirect project resources and activities to overcome setbacks and elevate project concerns to senior levels of leadership when appropriate.

**Managing Performance** – ability to clearly define and communicate roles and responsibilities; hold people accountable for accomplishing objectives; recognise and reward people who achieve results and deliver on performance expectations; and provide effective feedback.

**Managing Risk** – ability to balance risks and opportunities effectively; to think through potential positive and negative outcomes; and to look for ways to mitigate risks.

**Setting a Strategic Vision** – ability to identify and articulate the strategic goals and direction of the company, division, or group; to establish connections between short-term goals and long-term objectives and directions; to communicate the vision through the organisation in the form of distinctive strategies, objectives and action plans that maximise competitive advantage; and to inspire and motivate entire divisions or organisations 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 **July 19, 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.**

