Antigua Commercial Bank is seeking to recruit a qualified and experienced individual for the position of Strategy Support Officer to provide research and logistical support to the Programme Manager, in a highly collaborative and team-oriented manner in order to create an environment within the bank where the practice of strategic management can thrive.

The duties to be performed include, but are not limited to the following:

- Undertake business intelligence and research activity that will lead to the creation of valuable data input to support the strategic planning process.
- Collect and analyze all performance data linked to the strategic plan.
- Assist in the preparation of data reports for use by the Programme Manager as input into the strategic planning process.
- Meet with Department heads to identify issues and challenges related to implementing the strategic plan.
- Assist the Programme Manager and Department heads in identifying solutions to the issues faced during strategy implementation.
- Work with the Programme Manager to implement the communications plan for the company’s strategy, particularly with junior members of staff.
- Hold monthly check-ins with Department Heads on their progress with strategy implementation and prepare summary briefings on the state of progress.
- Collaborate with the Programme Manager as needed to assist managers with strategy implementation.
- Prepare quarterly performance reports linked to the strategic plan in order to provide a clear picture as to the state of progress with the implementation of the strategic plan.

To perform the job successfully the individual must have:

- BS or BA in Business, Banking and Finance, Marketing or Statistics.
- Knowledge of Banking and Finance.
- Minimum of three years’ experience in Strategic Planning, Marketing Research, Business Development, or related field.
- Knowledge of Strategic Management and Strategic Planning.
- Good knowledge of the Balanced Scorecard.
- Good knowledge of performance management systems.
- Ability to identify strategic needs and be proactive in nature.
- Demonstrate strong interpersonal, verbal, and written communication skills.
**Compensation:** An attractive package inclusive of Pension Plan and Medical Insurance. Applications with résumé and three character references may be submitted to:

“Strategy Support Officer Vacancy”
Human Resource Department
Antigua Commercial Bank
Thames and St. Mary’s Streets
P.O. Box 95, St. John’s, Antigua

or

Email: hr_applications@acbonline.com

Suitable applications received by **November 11, 2019** will be acknowledged. Please visit our website [www.acbonline.com](http://www.acbonline.com) for additional details.