



## TURKS AND CAICOS ISLANDS FINANCIAL SERVICES COMMISSION

### EMPLOYMENT OPPORTUNITIES!

The Financial Services Commission (FSC), the regulator of financial services business in the Turks and Caicos Islands, is seeking suitably qualified applicants to fill several vacancies.

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#### **ADMINISTRATIVE ASSISTANT**

Department: Human Resource and Administration Department  
Location: Providenciales  
Annual Salary: 21,935.00 - 24,600.00

#### **JOB SUMMARY**

The Administrative Assistant is responsible for the Scanning and filing of documents, delivering checks and making bank runs for the Finance Dept. Collecting goods from local vendors. Monitoring stores and distributing supplies to offices. Transporting of packages to/from the airport.

#### **INSURANCE ANALYST I**

Department: International Insurance Unit (IIU)  
Location: Providenciales  
Annual Salary: \$37,467.00 - \$45,165.00

#### **JOB SUMMARY**

Reporting to the Insurance Analyst II, International Insurance Unit, the Insurance Analyst I is responsible for processing applications for PORC (Producer Owned Reinsurance Companies); processing applications for mergers and domestication; providing guidance to Insurance Officers; preparation of annual statistical information on PORCs; responding to routine queries and maintaining related files and records

#### **INSURANCE ANALYST I**

Department: Domestic Insurance Unit  
Location: Providenciales  
Annual Salary: \$37,467.00 - \$45,165.00

#### **JOB SUMMARY**

The Insurance Analyst I is responsible for participating in the conduct of off-site examinations and on-site inspections of the financial and operational systems of domestic

insurance businesses, which involves, analyzing and verifying information to determine the entities' financial status and level of compliance with their own internal policies and standards and relevant local and international standards, ordinances, and regulations.

#### **INSURANCE ANALYST II**

Department: Domestic Insurance Unit  
Location: Providenciales  
Annual Salary: \$45,207.00 - \$55,231.00

#### **JOB SUMMARY**

The Insurance Analyst (II) is responsible for participating in the planning and conduct of off-site and on-site inspections of the financial and operational systems of insurance businesses, which involves, analyzing and verifying information to determine the entities' financial status and level of compliance with their own internal policies and standards and relevant local and international standards, ordinances and regulations.

#### **SENIOR POLICY ADVISOR**

Department: Executive Office  
Location: Providenciales  
Annual Salary: \$68,132.00-\$84,566.00

#### **JOB SUMMARY**

This is a management position. The Senior Policy Advisor (SPA) manages the work of the Policy Unit and reports to the Managing Director. The SPA and the Policy Unit provides support to the Board, Managing Director and the regulatory departments in researching, developing, and advising on regulatory policies and practices in the areas regulated and supervised by the Commission. The office holder is expected to remain current on international developments in regulatory standards and best

practices (micro and macroprudential, and AML/CFT) international and regional best regulatory practice standards. Analyze financial statements and prudential returns to ascertain the financial strength of the licensee or potential licensee and to inform on financial viability and compliance with statutory and regulatory requirements.

**ANALYST III (Portfolio Supervisor/Unit Supervisor/Senior Analyst)**

Department: Bank and Trust

Location: Providenciales

Annual Salary: \$55,272.00-\$68,091.00

**JOB SUMMARY**

This is a supervisory position mainly responsible for the development of the supervisory regime for credit unions, review credit union license applications, provide professional recommendations/proposals on regulatory framework for credit unions, and apply a risk-based approach in the supervision of credit unions. May also be responsible for the supervisory monitoring, examination and assessment of a portfolio of other financial entities, such as banks and trust companies.

**STATISTICAL CLERK (Officer III)**

Department: Bank and Trust

Location: Providenciales

Annual Salary: \$26,650.00 - \$30,950.00

**JOB SUMMARY**

The Statistics and Administrative Clerk is mainly responsible for (i) managing the filings from licensees, the department's correspondence and filing system, (ii) performing preliminary review of the filings to ascertain completeness and reasonableness (iii) statistical data compilation to facilitate analysis and provision of information.

**AML SUPERVISION ANALYST II**

Department: AML Supervision

Location: Providenciales

Annual Salary: \$45,207.00-\$55,231.00

**JOB SUMMARY**

Anti-Money Laundering Supervision Department (AMLSD) is responsible for the

licensing, regulation and supervision of three sectors: Non-Profit Organizations (NPOs), Designated Non-Financial Businesses and Professions (DNFBPs) and Company Managers and Agents.

**AML SUPERVISION ANALYST III**

Department: AML Supervision Department

Location: Providenciales

Annual Salary: 55,272.00 - 68,091.00

**JOB SUMMARY**

Reporting to the Director, AML Supervision Department, the jobholder will be responsible for leading a team of analysts and providing strong support to the Director and Department in implementing the Commission's AML/CFT risk management framework for regulated/supervised sectors.

**REGISTRATION OFFICER II**

Department: Registry

Location: Grand Turk

Annual Salary: \$26,650.00– \$30,955.00

**JOB SUMMARY**

Processes Trademarks and Patents applications (new, renewal, assignment, mergers, name changes, etc.) and prepares related Certificates, as assigned, in accordance with the Trademarks Ordinance Cap. 132 and other relevant legislation, guidelines and standards. Conducts database searches as required.

**REGISTRATION OFFICER I**

Department: Companies Registry

Location: Grand Turk

Annual Salary: \$21,935.00 - \$24,600.00

**JOB SUMMARY**

Reporting to the Assistant Registrar I, the Registration Officer I - Companies is responsible for ensuring that the registration of companies and limited partnerships are recorded in an accurate and timely manner in accordance with the requirements and function of the Registrar under the various Ordinances, processing of annual returns, name reservation request and assisting with processing of notices; ensuring that customers receive prompt and efficient customer service.

**DEPUTY DIRECTOR, BANK & TRUST**

Department: AML & Supervision (AMLSD)

Location: Providenciales

Annual Salary: \$68,132.00-\$84,566.00

**JOB SUMMARY**

To provide support to the Director and assist in managing the work of the Bank and Trust Department in the regulation, supervision, examination and risk assessment of banks, money transmitters, professional trustees, credit unions, and the investment sector. To monitor the department's regulatory and supervisory framework against local, regional and international regulatory standards and best practices, as well as internal policies and procedures, providing recommendations for its compliance and/or improvement, where relevant. To assist in reducing, and support the reduction of, prudential, money laundering and other risks in the financial services sector towards the maintenance of financial stability in the Turks and Caicos Islands. Assist in the training, coaching, and development of the staff of the department in regulatory and supervisory matters.

**Deputy Director of IT**

Department: Information Technology

Location: Grand Turk

Annual Salary: \$59,552.50 - \$68,982.50

This position is currently held by a work permit holder.

**JOB SUMMARY**

Reporting to the Director of Information Technology, the Deputy Director is

responsible for planning and designing Windows based infrastructure, virtualization environments and storage networks across the infrastructure. This includes recommendation, configuration, installation, support and deployment of all server, storage and backup/archive technology, including operating systems and management tools and associated software applications supported by the IT Department.

**Senior Legal Officer**

Department: Legal

Location: Providenciales

Annual Salary: \$55,272.00 - \$ 68,091.00

This position is currently held by a work permit holder.

**JOB SUMMARY**

The holder of this position must be able to provide legal advice and support to the Turks and Caicos Islands Financial Services Commission as it relates to a wide range of financial services and regulatory matters. Additionally, the job holder must provide accurate interpretation and applications of all legislation which the Commission is required to administer and other relevant legislations.

Details on the above vacancies can be found on the Commission's website at <https://tcifsc.tc/vacancies/> or by contacting the Commission at telephone numbers 649-946-2550 ext. 4021 or 4048.

Applications should be emailed to [administration@tcifsc.tc](mailto:administration@tcifsc.tc). A copy of the application should be submitted to the Employment Services Department by emailing to [CHbacchus@gov.tc](mailto:CHbacchus@gov.tc). Applications received after the application deadline may not be considered in this recruitment phase but may be placed on file for future reference. While we appreciate your response, please note that only shortlisted candidates will be contacted.