

VACANCY

IT & Premises Officer

Applications are invited from persons with suitable qualifications to fill the position of “IT & Premises Officer” at the Republic Bank (EC) Limited -Head Office, St. Lucia.

The incumbent will be responsible for providing technical coordination, oversight and support for Information Technology and Premises Management activities across the RBEC Group. The role will serve as the primary liaison between RBEC and Group IT and Premises support functions, ensuring the effective management of technology infrastructure, facilities, service delivery and operational issues. The incumbent will also provide local ownership and coordination of IT and premises initiatives while supporting operational resilience, business continuity and efficient service delivery across the organization.

DUTIES AND RESPONSIBILITIES

Information Technology

- Serve as the primary point of contact for all local IT-related matters.
- Coordinate with Group IT teams regarding incidents, service requests, projects and system enhancements.
- Monitor and track IT service requests and escalations to ensure timely resolution.
- Support implementation of Group technology initiatives and upgrades. Assist with technology asset management including inventory management and lifecycle tracking.
- Coordinate user access requests, equipment allocation and onboarding/offboarding activities.
- Maintain local IT documentation and records.
- Assist in testing and implementation of system changes and upgrades.
- Support cybersecurity awareness initiatives and adherence to Group technology policies and standards.
- Participate in Business Continuity Planning and Disaster Recovery testing activities.

Premises Management

- Coordinate maintenance and repair activities for all facilities.
- Liaise with landlords, contractors and service providers regarding premises-related matters.
- Monitor service contracts and vendor performance.
- Support office relocations, refurbishments and infrastructure projects.
- Coordinate health and safety inspections and corrective actions where required.
- Monitor premises risks and escalate issues appropriately.

Governance and Reporting

- Prepare periodic management reports relating to IT and premises activities.
- Monitor service levels and identify trends or recurring issues.
- Support budgeting and expenditure monitoring related to technology and premises activities.
- Maintain records relating to contracts, licenses and service agreements.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Information Technology, Computer Science, Facilities Management, Business Administration or a related discipline.
- Minimum of three (3) years' experience in IT support, facilities management or a related operational role.
- Experience coordinating with multiple stakeholders and service providers.
- Knowledge of business continuity and operational risk principles would be an asset

BEHAVIOURAL COMPETENCIES AND SKILLS

- Strong problem-solving and analytical skills.
- Effective communication and stakeholder management skills.
- Ability to coordinate multiple activities simultaneously.
- Strong organizational and planning skills.
- Ability to engage effectively with technical and non-technical stakeholders.
- Attention to detail and strong follow-through capability.

REMUNERATION

The Bank offers an attractive compensation package.

Closing date for submission of applications is **September 11, 2026**.

Kindly submit applications and resume by email to rblecapplications@rfhl.com

Thank you for your interest in Republic Bank (EC) Limited.

Please note that only suitable applications will be acknowledged.