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|-------------------|---|---------------------------|-----------|
| <b>Job Title</b>  | Registration Officer                        | <b>Position Type</b>      | Full Time |
| <b>Department</b> | Insurance & Pensions Supervision Department | <b>Level</b>              |           |
|                   |   | <b>Min. Expr Required</b> | 2 Years   |
|                   |   |                           |           |
|                   |   |                           |           |

**Duties and Responsibilities**

1. Assist in the registration of all regulated entities. Associated responsibilities include ensuring the relevant application forms are sent, collected promptly, and completed satisfactorily.
2. Maintenance of the registers for insurance companies, insurance agents, insurance brokers and all other entities registered by the ISD.
3. Maintenance of a record of all statutory submissions made by regulated entities in accordance with relevant provisions of the act.
4. Report all breaches with regard to statutory deadlines and submissions required of the regulated entities, including omissions and errors, to the relevant personnel.
5. Coordinating with and assisting the relevant ISD personnel to ensure submissions are accurate in all areas or compliance (not just restricted to registration).
6. Writing to the relevant entities that have failed to meet statutory deadlines or have not provided the requested information.
7. Assist in educating and training regulated entities in matters relating to compliance.
8. Other work required by the Director, ISD or appointed manager that may arise.

In addition, as part of their duties and assessment, the officer will be expected to demonstrate the following:

- a. Be an active team member in projects arising outside of direct responsibilities.
- b. A high level of professionalism is required on the job at all times.
- c. An ability to work well within the team.
- d. An ability to cope with high levels of responsibility and confidential matters.
- e. Initiative and self-motivation.
- f. Technical understanding and attention to detail.
- g. An ability to communicate at all levels clearly and efficiently, in both speech and writing.

## **Qualifications and Experience/Competencies:**

### **Minimum Qualifications**

- A Bachelor's Degree in Business Management from a recognised University;
- Completion of LOMA 280, 290, ACS 100 and all related parts will be an asset
- Certified Accounting Technician graduate with two (2) years' experience; or
- Diploma in Accountancy with two (2) years' experience.
- Working knowledge of MS software, especially Word, Excel and ideally Access

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than

**WEDNESDAY, SEPTEMBER 24, 2025** and should be addressed to:

**THE GOVERNOR  
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT  
BANK OF GUYANA,  
P. O. BOX 1003,  
1 CHURCH STREET & AVENUE OF THE REPUBLIC,  
GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.