



CITIZENSHIP BY INVESTMENT UNIT

1st Floor, Ministry of Finance Building, P.O. Box 597, Golden Rock, St Kitts, St Kitts and Nevis, West Indies

CHIEF HUMAN RESOURCES OFFICER

CIU is growing and we need an outstanding HR senior leader to join our team of high-performing professionals and help us cultivate and maintain a high performance culture to ensure we are primed for success.

Duties & responsibilities

- Lead the development of a high performance, people centric culture aligned to CIU's strategic vision, mission and values.
- Ensure effective implementation of strategies for recruiting, onboarding, professional development, performance management and retention of staff.
- Act as an advisor to the board in anticipating HR-related needs and delivering value added services for the benefit of the employees and CIU as a whole.
- Partner with management to address day-to-day HR operational issues such as employee relations, compensation reviews, performance management and training.
- Supervise and lead the HR team in creating an inviting and cohesive employee experience to achieve and maintain high employee morale.
- Develop comprehensive workplace policies, including code of conduct and establish a framework for monitoring compliance.
- Devise and implement appropriate training and development programme to ensure staff maintain high levels of service delivery.
- Rollout company- wide performance appraisal process and ensure consistent implementation across department heads.
- Investigate claims of misconduct and work with leadership team and managers to achieve satisfactory resolution.
- Maintain current knowledge of employment legislation to ensure company-wide compliance.
- Ensure that the organisation's values are reflected in all people-oriented decisions.
- Act as a change agent within the organisation, advocating for progressive leadership practices, and balancing high performance with employee wellbeing.
- Lead development of comprehensive reward packages linked to strategic vision of the company, and work alongside CFO to procure and implement HR systems for payroll and expenses.
- Achieve and exceed key performance indicators (KPIs) set by Board of Governors.



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Qualifications & experience

- 15+ years of experience including at senior leadership level in a HR or leadership role.
- Master's degree in relevant subject e.g. HR, People Development, Organisational Psychology.
- Professional HR certification desirable (e.g. CIPD).
- Experienced in handling confidential information sensitively.
- Understanding of long-term incentive plans (LTIPs) and other performance related compensation and benefits packages.
- Team leadership experience essential.
- Experienced in establishing performance appraisal.
- Strong leadership capabilities with a track record of achieving ambitious growth targets.

Person specification

This role would suit a person who possesses the following attributes:

- Excellent leadership skills, with steadfast resolve and personal integrity.
- Exceptional verbal, written, and visual communication skills.
- Blue chip, international professional experience.
- Experience working in corporate finance, strategy and business transformation.
- Ambitious with a can-do attitude and strong stakeholder management ability.
- Personal drive, resilience and energy to ensure the commercial success of CIU.
- Growth mindset with strong problem-solving ability and track record in effecting transformational change.
- Global perspective underpinned by local SKN knowledge.

To Apply

Please submit your CV and a cover letter attention:

Attention: The Board of Governors of Citizenship By Investment



SK&N
St Kitts & Nevis
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Online Applications:

Email: boardofgovernors@sknciu.com