



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 OPERATING OFFICER

CIU is growing and we need a chief operating officer to help us align our resources, systems and processes to the strategic direction of the business, facilitating a consistently high-performance culture and ensuring that we execute with excellence across everything we do.

Duties & responsibilities

- Collaborate across c-suite in setting and driving organizational vision, operations strategy and maintaining adequate hiring levels.
- Provide business wide audit to ensure adequate skills, resources and capital are in place to deliver business vision.
- Oversee project management of business transformation process to lead organisation into new phase of growth.
- Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, and annual operations planning.
- Oversee company operations and employee productivity, working alongside Chief HR Officer to build a highly inclusive culture that ensures team members can thrive and that organizational goals are met.
- Analyze internal systems capability and identify areas for process enhancement.
- Monitor company-wide performance through implementation of appropriate tracking software, recommending corrective measures when necessary, and preparing detailed updates and business forecasts for the Board.
- Build and maintain trusted relationships with key customers, clients, partners, and stakeholders to facilitate effective running of the business.
- Act as first line of defence in crisis management situations, working alongside rest of C-suite to ensure ongoing business operation.
- 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 business management or operations role.
- Postgraduate degree and professional certification in Management Information Systems or related subjects.
- Experienced in handling confidential information sensitively.
- Strong systems and process improvement skills.
- Solid grasp of data analysis and interpretation performance metrics.
- Team leadership experience essential.
- 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:

- Ability to diagnose problems quickly and foresee potential issues.
- Excellent leadership skills, with steadfast resolve and personal integrity.
- Understanding of advanced business planning and regulatory issues.
- Experience working at C-suite level in start-up/scale up businesses a plus.
- Exceptional verbal, written, and visual communication skills.
- Blue chip, international professional experience.
- 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.



SK&N
St Kitts & Nevis
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To Apply

Please submit your CV and a cover letter attention:

Attention: The Board of Governors of Citizenship By Investment

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

Online Applications:

Email: boardofgovernors@sknciu.com