



**SK&N**  
St Kitts & Nevis  
CITIZENSHIP BY INVESTMENT

## **CITIZENSHIP BY INVESTMENT UNIT**

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

### **HR SPECIALISTS**

The CIU is seeking a suitable professional for an HR Specialist to join our team to monitor our Human Resources functions.

#### **Duties and Responsibilities:**

- Prepare and review employee compensation and benefit packages.
- Set up and maintain the CUI employee policies and procedures.
- Maintain all updated employee records and make changes of any employment status.
- Ensuring a healthy workplace and environment in all departments at the Unit.
- Implementing training and developmental plans.
- Plan and implement annual performance review and quarterly planning sessions.
- Maintain organizational charts and detailed job descriptions along with salary records.
- Forecast hiring needs and ensure recruitment processes run smoothly and efficiently.
- Inform employees of benefits they are entitled to.
- Comply and stay up to date with labor laws and regulations.

#### **Job Requirements:**

- Minimum of (3-5) years' work experience as an HR Specialist or related field.
- BSc/MSc in Human Resources or any related field.
- Exceptional team management skills.
- Solid understanding of labor laws and regulations.
- Great problem-solving abilities.
- Excellent verbal and written communication skills



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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](mailto:boardofgovernors@sknciu.com)