



CITIZENSHIP BY INVESTMENT UNIT

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

HUMAN RESOURCE MANAGER

The CIU is seeking a suitable qualified **Human Resource Manager** to oversee the administrative and organizational functions of the Human Resources department.

Duties and Responsibilities:

- Assist with the recruiting, interviewing and the hiring of new staff to the CIU.
- Consult with the CHRO on the units strategic planning measures and serve as the link between the CHRO and all employees.
- Serve as the specialist to advise other department managers on Human Resource matters.
- Propose to top management, implement and oversee employee benefit programs at the unit.
- Undertake employee staffing issues, disputes and disciplinary procedures.
- Manage activities such as job design, employee relations, performance and talent management within the unit.
- Assist the CHRO with implementing employee training and developmental programs at the CIU.
- Supervise the unit's payroll processing to ensure that all aspects of payroll are processed correctly and on time.
- Administer payroll reports for the Accounting/Finance department and resolve any payroll problems.
- Manage special projects within the HR Unit.
- Ensure compliance with labor laws and labor practices within the Federation.
- Achieve or exceed key performance indicators (KPIs) set by executive leadership.

Job Requirements:

- Minimum of 3-5 years working experience as an HR Manager or HR Executive.
- BS or MSc. in Human Resources or any related field.
- Excellent Leadership, Problem solving and Communication Skills



SK&N
St Kitts & Nevis
CITIZENSHIP BY INVESTMENT

CITIZENSHIP BY INVESTMENT UNIT

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

- Competence to building and managing interpersonal skills with all levels at the unit.
- People oriented and results driven.
- Experience and knowledge of emerging trends and technologies in HR Management.
- Ability to nurture a positive working environment.
- Capacity to maintain a high level of confidentiality when handling sensitive information.

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