



CITIZENSHIP BY INVESTMENT UNIT

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

STATISTICS OFFICER

The CIU is seeking a detail oriented and qualified person to fill the position of Statistics Officer.

Job Title: Statistics Officer

Location: Basseterre, St. Kitts and Nevis

Role Overview: The Statistics Officer plays a crucial role in managing the database and maintaining accurate records within the Citizenship by Investment Unit. This position involves tracking and organizing information related to applicants, files, and other relevant data. The Statistics Officer ensures that the current status of applications, approvals, and other key metrics is up-to-date and accessible.

Responsibilities:

1. Database Management:

- Maintain the central database for all citizenship applications.
- Organize files, documents, and applicant information.
- Ensure data integrity and security.

2. Record Keeping:

- Track the progress of applications from submission to approval.
- Update records with relevant details, including applicant names, file numbers, and processing stages.
- Collaborate with other departments to keep records synchronized.

3. Current Notation:

- Regularly update the database to reflect the most recent status of applications.
- Use notation systems to indicate who is handling each application and its current stage.
- Provide accurate information to relevant stakeholders.

4. Reporting and Analysis:

- Generate statistical reports on application volumes, processing times, and outcomes.



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- Analyze trends and patterns to inform decision-making.
- Present findings to management and other teams.

5. Collaboration:

- Work closely with processing teams, due diligence officers, and legal staff.
- Coordinate data sharing and ensure consistency across departments.
- Assist in audits and compliance checks.

Qualifications:

- Bachelor's degree in statistics, information management, or a related field.
- Proficiency in database management systems (e.g., SQL, Excel).
- Attention to detail and accuracy.
- Strong organizational skills.
- Ability to work independently and collaboratively.

To Apply:

Please submit your CV and a cover letter - 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