



St Kitts & Nevis  
CITIZENSHIP BY INVESTMENT

## **Citizenship by Investment Unit**

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

### **Vacancy for Executive Assistant to the Office of the Chairman**

The Citizenship by Investment Unit (CIU) is currently accepting applications from suitably qualified candidates for the post of Executive Assistant to the Office of the Chairman.

#### **Job Purpose**

The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the Chairman. This person will provide high-level, confidential administrative support to the respective office.

#### **Duties and Responsibilities**

- Work closely and effectively with the Chairman and Directors to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Plan, coordinate and ensure the Chairman and Directors' schedules are followed and respected.
- Work with the Strategic teams in coordinating the Chairman and Director's activities.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, approval in principle, other correspondence, and tasks that facilitate the Office of the Chairman's ability to effectively lead the CIU.
- Communicate directly, and on behalf of the Office of the Chairman, with Board members, stakeholders, staff, and others, on matters related to office's programmatic initiatives.
- Follow up on contacts made by the Office of the Chairman and support the cultivation of ongoing relationships.
- Ensure that the Chairman and Directors are kept updated and respond to requests for information, with the approval of the Chairman.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Manage the approval process of all projects submitted by agents and internal departments.
- Establish rapport with key people in the organization, agents and consultants to the CIU.
- Assist in coordinating the agenda for senior management team meetings, off-site and staff meetings.
- Manage the access to the Office of the Chairman. Serve as a "gatekeeper," reinforcing time and schedules.
- Facilitate coordination of travel and cross divisional plans.
- Work overtime or on weekends when necessary to ensure key matters are dealt with expeditiously. Be available to travel when needed.



St Kitts & Nevis  
CITIZENSHIP BY INVESTMENT

## Citizenship by Investment Unit

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

### Job Requirements

- Associate's degree in Business Management, Project Management or a related field.
- A certificate/ certification in Project Management would be an asset.
- A minimum of five (5) years' experience in a similar role or supervisory position.
- Competency in general computer literacy skills and MS Office.

### Essential Skills

- Highly organized, detail oriented and efficient.
- Highly proficient with MS Office applications.
- Willingness to adjust hours to accommodate after-hours and/or weekend programs and events.
- Must be able to work within a fast-paced environment with a results-oriented mindset.
- Ability to keep information confidential.
- Ability to work professionally and cooperatively with a variety of stakeholders.
- Excellent interpersonal and communication skills.

Applications should be submitted via email, [hr@sknciu.com](mailto:hr@sknciu.com). Please note that only short-listed candidates will be contacted for an interview. The deadline for applications is November 27th, 2024.