



St Kitts & Nevis
CITIZENSHIP BY INVESTMENT

Citizenship by Investment Unit

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

Vacancy for Human Resources Coordinator

The St. Kitts and Nevis Citizenship by Investment Unit (SKNCIU) is currently accepting applications from suitably qualified candidates for the post of Human Resources Coordinator.

Job Purpose

The Human Resources (HR) Coordinator is responsible for supporting the daily operations of the SKNCIU's human resources department. In this role, you will perform administrative and supervisory duties pertaining to recruitment, benefits, leave, and employee relations. Reinforcing a culture and standards in keeping with the SKNCIU's Core Pillars and HR best practices is also essential.

Duties and Responsibilities

- Assist with the recruitment process at the SKNCIU.
- Prepare and review employee compensation and benefits packages.
- Maintain all updated employee records and make changes of any employment status.
- Manage activities such as job design, employee relations, performance and talent management within the SKNCIU.
- Oversee the payroll process, to ensure all aspects of payroll are processed correctly and on time.
- Assist with the preparation/ revision of HR documents for review by the senior HR team.
- Develop and coordinate, in collaboration with the senior HR Team, training and developmental plans/ activities.
- Maintain organizational charts and detailed job descriptions along with salary records.
- Manage special projects within the HR department.
- Comply and stay up to date with the relevant Labor Laws and Regulations.
- Perform any additional/ supporting duties within the department and SKNCIU, in line with your scope of work.



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Job Requirements

- Minimum of 3-5 years' experience as an HR Coordinator/ Officer.
- BSc. in Human Resources or any related field.
- Excellent Leadership, Problem solving and Communication Skills
- Competence in 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.

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.
- Excellent interpersonal and communication skills.

Applications should be submitted via email to hr@sknciu.com on or before March 05th, 2025. Please note that only short-listed candidates will be contacted for an interview.