



**HUMAN RESOURCE MANAGEMENT DEPARTMENT  
OFFICE OF THE PRIME MINISTER  
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

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9 January 2015

Head of the Public Service  
Cabinet Secretary  
Financial Secretary (Ag)  
Director of Audit  
Permanent Secretaries  
Heads of Departments

Circular No 1/2015

**VACANCY NOTICE – INVESTMENT OFFICER II**

The Human Resource Management Department on behalf of the Ministry of Finance wishes to invite suitably qualified nationals of the Federation of St Kitts and Nevis for the position of Investment Officer II on a full-time basis.

**Job Summary**

Manage the investment portfolio of the Central Government and analyze financial information to prudently invest Government's funds

**Duties and Responsibilities of the post include but are not limited to the following:**

- Develop investment guidelines to govern investment decisions
- Develop benchmarks to measure the performance of the investment portfolio
- Develop guidelines for establishment of Sinking Funds
- Develop Public Private Partnerships (PPP) Framework and update framework in accordance with International Standards and best practices
- Monitor the financial markets for changes, which may include economic changes, and the introduction new variables, which could affect market behavior, to be in a position to inform prudent investment decisions consistent with approved Investment Guidelines
- Prepare quarterly analysis of the performance of the investment portfolio relative to the Investment Guidelines

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Government Headquarters ♦ P O Box 186 ♦ Church Street ♦ Basseterre ♦ St Kitts

Telephone (869) 467 1040 Fax (869) 465 1001 E MAIL [humanresources@govt.kn](mailto:humanresources@govt.kn)



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**Education**

Master's degree in Finance or Economics or professional qualification in Accounting  
Strong analytical and research skills

**Experience**

The candidate should have a minimum of three (3) years experience in Finance, Investment, Banking or a related field.

**SALARY:** K33-K38/K39-K41 - \$52,140 - \$64,260/\$67,080-\$73,500 per annum

**Leave:**

Twenty-seven (27) working days per annum, this may be accumulated to a maximum of fifty-four (54) days.

The deadline for the receipt of applications is **31 May 2016**.

S Warner  
for Chief Personnel Officer