



**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 I**

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 I 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:**

- Prepare quarterly analysis of the performance of the investment portfolio relative to the Investment Guidelines
- Assist in the trading of an in-house portfolio within the parameters of the approved benchmarks and Investment Guidelines
- Monitor, assess and evaluate developments within the ECCU
- Monitor, assess and evaluate the operations of financial institutions
- Prepare analytical market reports
- Undertake research activities and prepare reports as may be assigned

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**Education**

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

**Experience**

The candidate should have a minimum of two (2) 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