



**FINANCIAL INTELLIGENCE UNIT  
MINISTRY OF FINANCE  
GOVERNMENT OF SAINT CHRISTOPHER AND NEVIS**

**January 16, 2025**

**VACANCY NOTICE**

**EXECUTIVE OFFICER**

Applications are invited from suitably qualified persons for appointment to the post of **Executive Officer** within the Financial Intelligence Unit, Ministry of Finance, Government of St. Kitts and Nevis.

**KEY RESPONSIBILITIES:**

1. Disseminate incoming and outgoing communication and reports.
2. Under the direction of the Director, prepare correspondences and disseminate to relevant recipients including FIU staff, Line Ministries, Reporting Entities and other partner institutions.
3. Manage the FIU database which includes ensuring the accuracy and validity of the information in the database and performing searches.
4. Maintain statistics on Suspicious Transactions Reports, Letters of Requests, Requests from Law Enforcement Agencies or Foreign FIUs.
5. Develop and maintain a filing and classification system for the FIU.
6. Prepare various reports.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- Associates Degree in Business Administration, Office Administration, Business Management, or a Diploma in Secretarial Studies.
- At least two (2) years of relevant working experience.
- Intermediate level computer literacy skills; with the ability to use software applications such as word processing, spreadsheet, and database programmes.
- Must be able to handle sensitive information in a confidential manner.
- Strong listening, oral and written communication skills.
- Self-motivated and proven ability to work well as part of a team.

## **SALARY:**

- Salary will be commensurate with qualifications.

## **APPLICATION PROCEDURE:**

- Application along with two (2) written references, Police Certificate and certified copies of documents pertaining to qualifications should be addressed to:  
Chief Personnel Officer, Human Resource Management Department, Government Headquarters, P. O. Box 186, Church Street, Basseterre and copied by email to: [finsec@gov.kn](mailto:finsec@gov.kn) / [humanresources@gov.kn](mailto:humanresources@gov.kn).
- **The deadline for the receipt of applications is February 7, 2025 at 4:00 pm.**
- Only the candidates with the best qualifications and experience will be notified and shortlisted for interview.