



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

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10<sup>th</sup> April, 2024

Cabinet Secretary  
Financial Secretary  
Director of Audit  
Permanent Secretaries

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**VACANCY NOTICE – ASSISTANT REGISTRAR**

The Human Resource Management Department on behalf of the Ministry of Small Business, Entrepreneurship & Cooperatives wish to invite suitably qualified persons to fill the position of **Assistant Registrar - Cooperatives Department**.

The chosen candidate will be responsible for monitoring, inspecting, coordinating and supervise activities and programmes through a team of co-operative officers aimed at strengthening growth and development of co-operative societies. The Assistant Registrar is responsible for training and resource mobilization for the benefit of co-operatives. He or She shall develop and deliver educational activities to advance community awareness and public confidence in co-operatives.

**Duties and Responsibilities:**

- Lead, supervise, and coordinate annual work programs with cooperative officers.
- Develop field visit itineraries to implement work programs and projects.
- Receive and analyze field visit reports from cooperative officers.
- Prepare comprehensive field visit reports and design follow-up activities.
- Develop and monitor projects and plans to strengthen cooperative societies.
- Conduct educational activities to enhance public awareness and confidence in cooperatives.
- Provide training and counseling to cooperative officers and elected society officers.
- Attend cooperative societies' board and general meetings.
- Conduct routine inspections of societies' operations and records.
- Assist in the development and implementation of strategies for cooperative improvement.
- Analyze and determine the economic viability of cooperative applicants and weak societies.
- Perform special assignments as required by the registrar.

**Minimum Qualifications and Experience:**

- A Bachelor's degree in co-operative management or business management from a recognized institution.
- Minimum three (3) years proven experience in management, preferably within a government department.

**Required Attributes:**

In addition to the requirements above, the post holder must have the following skills:

1. Punctuality and attendance



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2. Properly designed work programme to meet the needs of societies
3. Timely implementation of work programme
4. Regular field visits
5. Timely and accurate reporting
6. Proper record keeping
7. Must be able to understand and interpret financial reports
8. Must have a strong co-operative spirit/ be a team player
9. Must be willing to work after 4.00pm and on weekends.
10. Professional dress, high discipline, and enthusiasm
11. Positive attitude towards work

**Salary:** K33- 38(\$64,092-\$78,768) per annum

Applications must be accompanied by:

- Letter of Application
- Curriculum Vitae
- Police Record
- Two (2) Letters of Recommendation
- Official academic certificates, transcripts, and other relevant documents (certified copies)
- Two (2) references with telephone and e-mail addresses

and should be addressed to:

**The Permanent Secretary  
Ministry of Small Business, Entrepreneurship & Cooperatives  
Building #16, Port Zante  
Basseterre  
St. Kitts**

**Or via email at: - [sbdc@gov.kn](mailto:sbdc@gov.kn)**

The deadline for receipt of applications is **25<sup>th</sup> April, 2024.**