



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 – SENIOR CLERK**

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 **Senior Clerk**.

The chosen candidate will be instrumental in providing administrative support for the promotion and development of entrepreneurship program and the department's TV Channel. This role necessitates exemplary organizational skills, attention to detail, and the capacity to manage multiple tasks efficiently. The Senior Clerk will primarily focus on administrative duties within the Entrepreneurship Department, with an additional emphasis on social media content creation and management across various platforms. While technical skills for videography and editing, as well as strong graphic design skills, are essential for this role.

**Duties and Responsibilities:**

1. **Administrative Support:** Provide comprehensive administrative support to the Entrepreneurship Department, including managing correspondence, scheduling appointments, and maintaining departmental records.
2. **Event Coordination:** Assist in organizing events, workshops, and seminars aimed at promoting entrepreneurship and supporting entrepreneurs. This may involve coordinating logistics, sending invitations, and liaising with external stakeholders.
3. **Document Management:** Maintain accurate records, files, and databases related to entrepreneurship initiatives, ensuring information is up-to-date and easily accessible.
4. **Communication:** Serve as a point of contact for internal and external inquiries related to entrepreneurship programs and initiatives. Respond to emails, phone calls, and other correspondence in a timely and professional manner.
5. **Social Media Content Creation and Management:** Develop engaging content for social media platforms (e.g., Facebook, Twitter, Instagram) to promote entrepreneurship initiatives and engage with the community. Manage social media accounts, including scheduling posts, monitoring engagement, and responding to comments/messages.
6. **Graphic Design:** Utilize strong graphic design skills to create visually appealing content for various purposes, including social media posts, promotional materials, and event signage.
7. **Technical Support (Desirable):** Utilize technical skills in videography and editing to provide support for video content creation, as needed. Assist with basic editing tasks or provide technical assistance during filming sessions.
8. **Research and Analysis:** Conduct research on entrepreneurship trends, best practices, and policy developments to support departmental initiatives. Analyze data and prepare reports as required.
9. **Collaboration:** Collaborate with other departments within the ministry and external partners to support cross-functional initiatives and ensure alignment with broader organizational goals.
10. **Quality Assurance:** Ensure that all administrative processes and documentation comply with relevant regulations, policies, and standards.
11. **Perform other related and incidental tasks** which the Permanent Secretary, Director and/or other senior Colleagues within the Ministry may from time to time instruct or request.



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Minimum Qualifications and Experience:

- Associate's degree in Business Administration, Marketing, Communications, or a related field.
- Minimum two (2) years proven experience in administrative support roles, preferably within a government or nonprofit organization

Required Attributes:

1. Be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary service to the public;
2. Be able to think outside the box, and develop innovative approaches to the work of the Ministry;
3. Strong organizational skills with the ability to prioritize tasks and meet deadlines effectively.
4. Excellent communication skills, both written and verbal.
5. Proficiency in Microsoft Office Suite and other relevant software applications.
6. Technical skills in videography and editing are desirable.
7. Strong graphic design skills, with proficiency in Adobe Creative Suite or similar software.
8. Ability to work independently with minimal supervision and as part of a team.
9. Knowledge of entrepreneurship principles, small business development, and economic empowerment initiatives is advantageous.
10. Attention to detail and a high level of accuracy in work output.

Salary: (K22-K27) (\$41,196-\$51,180) 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

The deadline for receipt of applications is **25th April, 2024**.