

## **CITIZENSHIP BY INVESTMENT UNIT**

**5<sup>th</sup> Floor Francis Compton Building | Castries Waterfront**

### **CAREER OPPORTUNITY**

**Job Title:** IT Specialist  
**Term:** Two year contract  
**Reports To:** Chief Executive Officer

### **ABOUT THE CITIZENSHIP BY INVESTMENT UNIT**

The Citizenship by Investment Unit is the government agency responsible for the administration of the Citizenship by Investment Programme. The Unit is accountable to the Citizenship by Investment Board. The Citizenship by Investment Board is seeking to recruit an IT Specialist to join the team at the Citizenship by Investment Unit.

#### **Position Overview**

Working under the direction of the Chief Executive Officer, the IT Specialist will be responsible for maintaining the Unit's computer and software systems and for overseeing the installation, maintenance and upgrade of the servers and/or software as the Unit requires.

#### **General Responsibilities**

- Perform testing of software applications (both new and modifications to the existing ones) to determine if they meet the performance requirements of the end user.
- Prepare and deliver professional training to internal customers in the use of newly installed software applications.
- Administer and provide backup and disaster recovery solutions for the Local and Wide Area Network (LAN & WAN).
- Develop and implement preventive maintenance plan.
- Monitor and maintain software and hardware for optimal network performance.
- Review and update network configuration plan.
- Maintain help desk (Footprints) functions by providing user support on software and hardware issues and other issues within the network.
- Assist staff with basic computer needs, like setting up new users and managing back-up, security and passwords.
- Work with IT service contractors engaged by the Unit to ensure that services are delivered on time and within budget.
- Attend all meetings of the Unit.
- Perform such other duties as may be assigned from time to time by the Chief Executive Officer.

#### **Qualifications**

- Education: Bachelor's degree preferably in Computer Science or an equivalent amount of education and experience
- Professional IT certification is a requirement.
- This position requires two (2) years relevant experience working in a similar environment to be able to master it.
- Excellent knowledge of IT operating systems especially Windows, Exchange and Citrix.
- Hands on experience of installing IT hardware and software.
- Excellent time management and organisation

#### **Other Requirements**

- Must pass an extensive background check

#### **How to Apply**

Please send resumes and cover letters to:

Cindy Emmanuel-McLean, Chief Executive Officer – [cmclean@cipsaintlucia.com](mailto:cmclean@cipsaintlucia.com)

**Deadline for applications – October 26, 2015**

Only qualified individuals being considered will be contacted.