



**MINISTRY OF NATIONAL SECURITY
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

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29<sup>th</sup> February, 2024

**VACANCY NOTICE – FORCE PERSONNEL OFFICER (FPO)**

The Ministry of National Security et al. is inviting applications from suitably qualified candidates for the position of **Force Personnel Officer (FPO)** assigned to the Royal St Christopher and Nevis Police Force. The FPO performs administrative functions and is coordinator of capacity-building initiatives, training and professional development for law enforcement personnel.

**Duties and Responsibilities:**

- Providing full personnel service to the Police Force
- Developing personnel policies to assist in achieving its operational objectives or goals
- Ensuring transparency of the application process for those desirous of making a career in the area of policing.

**Minimum Qualifications and Experience:**

- Post graduate Degree in Business Administration/Management, Human Resources Management or a closely related field.
- At least five (5) years of experience in the field would be an asset.

Applications must be accompanied by:

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

and should be addressed to:

**Cecile Hull  
Permanent Secretary  
Ministry of National Security  
Basseterre, St. Kitts OR  
Email: [cecile.hull@police.kn](mailto:cecile.hull@police.kn)**

The deadline for receipt of applications is **Wednesday, March 13, 2024, at 4: 00 p.m.** Kindly **note that late submissions will not be accepted.**