

**DUE DILIGENCE OFFICER**

**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Due Diligence Officer I</b>
<b>DEPARTMENT</b>	<b>Citizenship by Investment Unit</b>
<b>REPORTS TO</b>	<b>Risk Manager</b>

**RELATIONSHIP & RESPONSIBILITIES**

The Due Diligence Officer is responsible for coordinating the due diligence process on all applications to the Citizenship by Investment Programme by working closely with law enforcement and due diligence service providers.

<b>DUTIES AND TASKS:</b>	<ol style="list-style-type: none"> <li>1. Perform due diligence analysis and assess applicant risk;</li> <li>2. Refer applications to licensed due diligence service providers and law enforcement to perform due diligence checks;</li> <li>3. Review reports from due diligence service providers and law enforcement as part of the process to recommend the approval or denial of citizenship to applicants;</li> <li>4. Communicate effectively with due diligence service providers and law enforcement on conclusions and provide additional information as needed;</li> <li>5. Communicate with Authorized Agents and request additional information as needed;</li> <li>6. Ensure the completeness of reviews and supporting documentation before submitting a Board Report to the Risk Manager;</li> <li>7. Provide timely updates and notifications of delays in submitting reports to the Risk Manager;</li> <li>8. Analyze due diligence reports in order to make a recommendation to the CEO;</li> <li>9. Prepare Board Reports for the review of the Risk Manager and ensure that every report highlights all the areas of concern for the consideration of the CEO and the Citizenship by Investment Board;</li> <li>10. Score applicants for risk;</li> <li>11. Ensure data and documents are entered into systems as expected;</li> </ol>
--------------------------	---



12. Identify all potential areas of risk and lead initiatives relating to the enhancement of due diligence procedures, policies and internal controls;
13. Required to attend staff meetings and;
14. Perform such other duties as may be assigned from time to time by the COO or the CEO.

**CONDITIONS:**

1. Office accommodation will be provided.
2. Required to attend regular staff meetings.
3. Required to work beyond normal working hours when necessary.
4. Works alongside or with other administrative and professional staff.
5. Salary is commensurate with qualifications and experience.
6. All other conditions shall be in accordance with the Staff Policies and Procedures Handbook.

**SPECIAL CONDITIONS:**

As a requirement of employment, the EMPLOYEE;

- Must pass a detailed background check.
- Must sign a Confidentiality Agreement.
- May be asked to take periodic polygraph tests.  
Please note that the EMPLOYEE has the right to refuse to take the polygraph test.

Applications may be submitted at the link below:

<https://www.cipsaintlucia.com/careers>

