

CARIBBEAN COMMUNITY SECRETARIAT

DETAILS OF THE POST

PROGRAMME MANAGER, 10TH EDF DRUG DEMAND REDUCTION

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position in the Caribbean Community Secretariat with assigned duty station in Guyana.

2. FUNCTIONS OF THE POST

Under the direction of the Coordinator, Drug Demand Reduction (DDR), 10th EDF CARIFORUM Crime and Security Cooperation Programme, Directorate of Human and Social Development, the incumbent is responsible for providing:

- Professional leadership and management to the Drug Demand Reduction Component of the 10th EDF CARIFORUM Crime and Security Cooperation Programme;
- Supporting the CARICOM Crime and Security Strategy; and
- Facilitating the mainstreaming of the Fourth Pillar within the Secretariat and through other Organs of the Community.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess at least a Master's Degree in Development Studies, Project Management, Public Administration, or a related field from a recognized institution **plus** at least five (5) years of experience in one of the following Institutions/Bodies/Organisations:

- Drug demand reduction
- Illicit drug management institution/Council
- Regional/ International Institution for illicit drugs
- Crime and Security management institutions

Specialised certified training and good working knowledge in:

- Project planning, monitoring and evaluation.
- Drug Demand Reduction Strategies (Prevention Education, Treatment and Rehabilitation, Harm Reduction).
- Addiction and therapeutic interventions.
- Crime and violence Prevention.
- Research and social policy development.

4. DUTIES AND RESPONSIBILITIES

Under the direction of the **Coordinator, Drug Demand Reduction, 10th EDF CARIFORUM Crime and Security Cooperation Programme** the **Programme Manager, 10th EDF Drug Demand Reduction** will be required to:

- a) **PROVIDE** technical leadership for the implementation of the Project;
- b) **MONITOR** project implementation and **PROVIDE** timely advice on implementation challenges to facilitate speedy resolution;
- c) **PARTICIPATE** in the process for selection of consultants;
- d) **SUPERVISE** consultants engaged to undertake activities;
- e) **INITIATE** action and **LIAISE** with the ministries responsible for national drug councils/drug demand reduction programmes, national, regional and international agencies, NGOs, and other relevant institutions, in order to facilitate ownership and ensure involvement of their staff in the implementation and or monitoring of activities as relevant;
- f) **CONSULT** with the relevant collaborating/implementing agencies of the wider 10th EDF CARIFORUM Crime and Security Cooperation Programme, special reference to the DNC in the DR and the Crime Prevention Component, in order to ensure that the activities are carried out in a coordinated and complementary manner;
- g) **PROVIDE** technical input for the development of programmatic interventions and the conduct of training workshops;
- h) **MONITOR** and **CONTROL** expenditures and **ENSURE** adequate management of the resources provided for the project in keeping with EU/CARICOM guidelines;
- i) **MONITOR** dissemination of information relevant to the project;
- j) **PREPARE** and **PRESENT** quarterly progress reports on the implementation of the project to the Coordinator, DDR, 10TH EDF CARIFORUM Crime and Security Coordination Programme for submission to the Technical Oversight Committee (TOC), the Project Steering Committee (PSC) and the European Union Delegation;
- k) **COORDINATE** and **SUPPORT** formative and summative evaluations;
- l) **PREPARE** the relevant documentation/documents for the closure of this Programme Estimate (No. 1);
- m) **PREPARE**, for approval, draft Programme Estimate No. 2; and

- n) **CONTRIBUTE** to a positive image of the CARICOM Secretariat, at all times, in keeping with its core values.

In addition to the Activities outlined above, the incumbent is expected to perform other related duties as assigned.

5. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

6. SETTLEMENT GRANT

On assumption of duty in Guyana, the officer shall be paid a settlement grant in respect of the staff member, his or her spouse and each eligible child or other approved dependent. The number of dependents eligible for Settlement Grant shall not exceed six (6) persons.

7. RECRUITMENT AND APPOINTMENT

Appointment to the **Project** will be on contract for a specified period. It will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the Project.

An officer recruited from outside the assigned duty station, on first appointment, will be provided economy class air passages by the most direct route for the officer, spouse and children (provided they are below the age of eighteen years, unmarried and dependent on the officer) and for such other dependents not exceeding two as may be approved by the Secretary-General, provided that the number of children and other dependents does not exceed six (6) in all.

In addition to passages, the officer will be granted the following transportation allowances:

- (i) ocean freight charges, including insurance, for shipping personal and household effects to Guyana, not exceeding 1250 cubic feet, plus a motor car (if the officer already owns one);
- (ii) the cost of transporting in baggage, personal and household effects from the home of the officer to the place of embarkation and from the port of disembarkation to the place of residence in Guyana; and
- (iii) the cost of packing and crating personal and household effects.

8. LEAVE

The officer will be eligible for the grant of vacation leave at the rate of twenty (20) working days a year and a leave grant after every twelve months of service in respect of the officer, spouse and up to two dependent children.

9. PRIVILEGES AND IMMUNITIES

The officer will be granted the privileges and immunities extended to officials of the Caribbean Community in accordance with Article 8 of the Community's Headquarters Agreement with the Government of Guyana.

10. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

Subject to acceptance by the Secretariat's insurance carrier, the Sagikor Life Inc, the officer is required to participate in the Secretariat's group health and group life and accident insurance scheme, paying the full premium in each case by monthly deductions from his/her emoluments.

11. APPLICATIONS

Applications in English Language with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

**Human Resource Management,
Caribbean Community Secretariat,
Turkeyen, Greater Georgetown, Guyana**

and sent by email to applnhrm@caricom.org

12. The deadline for the submission of applications is **2 July 2017**.