

**CARIBBEAN COMMUNITY SECRETARIAT**  
**DETAILS OF THE POST**  
**FINANCE AND ADMINISTRATION OFFICER**  
**HUMAN AND SOCIAL DEVELOPMENT**

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 Coordinator, Health and Human Development the incumbent is responsible for providing administrative and financial support for the effective and efficient execution of the Drug Demand Reduction and the Crime Prevention Projects funded under the 10<sup>th</sup> EDF:

**3. QUALIFICATIONS AND EXPERIENCE**

Candidates should possess a Bachelor's degree in Management or Accounting or related disciplines **plus** at least five (5) years of relevant and equivalent level experience gained from working in one or more of the following:

- A regional organisation.
- An international organisation.
- A government agency.
- A multinational corporation.
- A national/regional private sector organisation or non-Governmental organization (NGO).

Specialised training and good working knowledge in:

- Time Management
- Team building
- Effective verbal and written communication
- Project Management
- IT applications for office administration (MS Office, basic accounting applications etc.)
- Events Planning and Management
- Human Relations and Customer Service
- Records Management
- Budgeting

#### 4. DUTIES AND RESPONSIBILITIES

Under the direction of the **Coordinator, Health and Human Development** the **Finance and Administration Officer** will be required to:

- a) **DRAFT** inputs for briefs, reports and presentations and correspondence as directed by the Coordinator, Health and Human Development;
- b) **RESEARCH** issues under the project;
- c) **ORGANIZE AND SCHEDULE** internal meetings convened under the project ensuring that, among other things, arrangements related to venue, notification, documentation are properly addressed;
- d) **UNDERTAKE** rapporteurial functions at meetings as directed by the Coordinator Health and Human Development;
- e) **ENSURE** that reports of meetings are completed and distributed in accordance with agreed distribution lists and within the agreed time frame;
- f) **DEVELOP, IMPLEMENT AND MAINTAIN** a database of all documentation in relation to the outputs under the project, including all correspondence, reports, accounting information and contact information;
- g) **ESTABLISH AND OPERATE** mechanisms to monitor the trail of correspondence, directives, decisions and all other forms of communication under the project;
- h) **MAINTAIN** an efficient system for filing of all correspondence relating to the project ensuring easy retrieval and security of the system;
- i) **LIAISE/FOLLOW UP** with the CARICOM Finance Programme to monitor expenditure against budget lines under the project;
- j) **ASSIST** with any budget changes and the accompanying justification arising from programming changes;
- k) **UNDERTAKE** all administrative and preparatory work in obtaining the necessary approval to support the financial arrangements for travel e.g. approved TRs, MSR, etc.;
- l) **PREPARE** travel requests and travel claims forms for signature and **submit** to the appropriate Accounting Officer in a timely manner;
- m) **ENSURE** and **PREPARE** for payment approval in timely and accurate manner for services rendered under the project;

- n) **MONITOR** to ensure that the financial, administrative and procurement standards established by the International Development Partners (IDPs), the EU and Secretariat are adhered to;
- o) **PREPARE** and **COORDINATE** financial and technical reports to be submitted to the European Union Delegation and other internal stakeholders in a timely manner;
- p) **PREPARE** expense claim reports emanating from meetings and ensuring that relevant supporting documentation is provided [e.g. attendance records];
- q) **LIAISE** with Finance on any audit matters;
- r) **ASSIST** Finance with the preparation of cash forecasts to support the funding needs of the project; and
- s) **PERFORM** any other relevant duty from time to time in keeping with the functions under the project as assigned by the Coordinator, Health and Human Development.

## 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](mailto:applnhrm@caricom.org)

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