

CARIBBEAN COMMUNITY SECRETARIAT

DETAILS OF THE POST OF **SENIOR PROJECT OFFICER** **10TH EUROPEAN DEVELOPMENT FUND** **PANCAP COORDINATING UNIT**

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States, Associate Members of the Caribbean Community, CARIFORUM and PANCAP Member States 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 Director, PANCAP the incumbent will oversee and monitor the PANCAP component of the 10th European Development Fund (EDF) Programme of Support for Wider Caribbean Cooperation i.e. Regional Technical Cooperation Facility, strengthen Coordination on Human Rights Issues through the HIV and AIDS Thematic Task Force in CARIFORUM, the British and Dutch Overseas Countries and Territories (OCTs) and French Overseas Departments (DOMs) in the Caribbean on HIV and AIDS Human Rights. This will be achieved through a structured and coordinated regional policy and programme of work.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess at least a Bachelor's Degree in Health Policy, Public Health, Project Management or related in the field of Social Sciences **plus** five (5) years' relevant experience at the senior professional level in the implementation or management of projects and programmes in the Health Sector, Private Sector organization, and regional organizations involving HIV and AIDS or health and working in one or more of the following institutions:

- Large regional or international organisations
- National Health Institutions
- Private health, HIV and AIDS organizations

Candidates must also possess specialised training and good working knowledge in:

- Computer proficiency in MS Office Suite and in a digital project management tool such as MS Project.
- Excellent analytical and communication skills.
- Strong managerial and Leadership skills.
- Strong human relations skills.
- Negotiating skills.
- Demonstrated legal experience particularly in the area of legislative review.

4. DUTIES AND RESPONSIBILITIES

Under the direction of the **Director, PANCAP**, the **Senior Project Officer, 10th European Development Fund, PANCAP** will be required to:

- a) **OVERSEE** and **MONITOR** the PANCAP component of the 10th European Development Fund (EDF) Programme in Support for Wider Caribbean Cooperation – Regional Technical Cooperation Facility;
- b) **COORDINATE** the work of the Policy and Strategy Working Group on stigma and discrimination as an effective platform for structured and continuous dialogue across the region on human rights to reduce HIV related stigma and discrimination;
- c) **STRENGTHEN** coordination on Human Rights issues paying special attention to Haiti in keeping with the PANCAP Justice for All Roadmap;
- d) **GATHER** and **DISSEMINATE** information on human rights including web-based dialogue; incorporating HIV champions in the process;
- e) **MONITOR** the implementation of the PANCAP Justice for All Roadmap including policy, advocacy and behaviour change communication initiatives; documents and SHARES best practices/approaches; and
- f) **PARTICIPATE** in the Secretariat's strategic planning process and recommend strategies for public information, education, advocacy and outreach in support of the Community's goals on HIV and AIDS.

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 may be on contract or on secondment from a Public Service or a statutory body of a Member State or approved regional organisation. 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 Secretariat.

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 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 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

The officer will be required to participate in the Secretariat's group health and group life and accident insurance schemes. With respect to the health scheme, the officer will contribute fifty per cent of the premium. The life and accident insurance scheme is non-contributory.

11. SUPERANNUATION

An officer on contract shall, subject to his/her services being satisfactory and having completed at least six (6) months of the contractual term of employment be eligible for the payment of a gratuity. The gratuity shall be at the rate of twenty per cent of the officer's basic salary, calculated for each day of completed service and shall be payable at the end of the officer's contractual period (including for this purpose any period of extension or approved leave). Where the appointment is on secondment, the Secretariat will pay to the officer's substantive employer, over the period of secondment, a contribution not exceeding twenty-five per cent of the pensionable salary normally payable to the officer by that employer so as to maintain the pensionable status of the officer in the substantive employment.

12. APPLICATIONS

Applications in English Language with full curriculum vitae 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

- 13.** Applicants **must** complete the **Profile Summary Form** included with the website notices.
- 14.** The deadline for the submission of applications is **17 December 2017**.