

## **CARIBBEAN COMMUNITY SECRETARIAT**

### **DETAILS OF THE POST OF** **PROJECT ASSISTANT** **10<sup>TH</sup> 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 the Senior Project Officer, 10<sup>th</sup> European Development Fund, the incumbent will provide administrative support for the PANCAP Component of the 10<sup>th</sup> European Development Fund (EDF) Programme of Support for Wider Caribbean Cooperation.

#### **3. QUALIFICATIONS AND EXPERIENCE**

Candidates should possess at least a Diploma in Business Administration or Project Management or in the field of Social Sciences **plus** five (5) years' relevant and equivalent level experience at the senior administrative level in the provision of administrative support for projects and programmes in the Health Sector, Private Sector organization, and International organizations involving HIV and AIDS or health and working in one or more of the following institutions:

- ☐ Regional or international organisations
- ☐ National Health Institutions
- ☐ Non-Governmental 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 organisational and communication skills.
- ☐ Strong human relations skills.

#### **4. DUTIES AND RESPONSIBILITIES**

Under the direction of the **Senior Project Officer, 10<sup>th</sup> European Development Fund** the **Project Assistant, 10<sup>th</sup> European Development Fund, PANCAP** will be required to:

- a) **PROVIDE** overall administrative support for the PANCAP Component of the 10th European Development Fund (EDF) Programme of Support for Wider Caribbean Cooperation – Regional Technical Cooperation Facility;
- b) **ASSIST** the Senior Project Officer to monitor the execution of the activities to be undertaken in respect of the projects in accordance with the Project timetable;

- c) **COORDINATE** and **MANAGE** correspondence including preparation of draft monitoring reports, notices and responses to both internal and external communications in relation to the project;
- d) **MAINTAIN** a record of the proceedings of all meetings related to the execution of the project, including internal project monitoring meetings;
- e) **ESTABLISH** and **MAINTAIN** a comprehensive database for all project-related records, reports and documents;
- f) **SUPPORT** the gathering and dissemination information on human rights including web-based dialogue; incorporating HIV champions in the process;
- g) **ENSURE** adequate support for the timely preparation and submission of programmatic reports;
- h) **UNDERTAKE** administrative arrangements (including logistical arrangements and administer travel expenses) for meetings, consultations and missions to Member States;
- i) **PREPARE** budgets and financial reports as required by the International Development Partner (IDP), the Director, PCU or the SPO;
- j) **PAYMENT** of per diems and meeting expenses at PCU-convened meetings;
- k) **PREPARE/CHECK** claims re: travel and meeting expenses;
- l) **INPUTS** transactions into the various modules of the financial system – Accounts Payable, Accounts Receivable, General Ledger and Time and Expense – and generate and sign the various Edit Reports;
- m) **DISPATCH** cheques, bank drafts and instructions for electronic transfers; and
- n) **ASSIST** in the execution of any special audit required by the IDP.

## 5. **EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

## 6. **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. This position does not enjoy transfer to or repatriation from Guyana.

## 7. **LEAVE**

The officer will be eligible for the grant of vacation leave at the rate of fifteen (15) 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.

**8. 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.

**9. 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 twenty-five per cent of the premium. The life and accident insurance scheme is non-contributory.

**10. 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.

**11. 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](mailto:applnhrm@caricom.org)**

**12.** Applicants **must** complete the **Profile Summary Form** included with the website notices.

**13.** The deadline for the submission of applications is **17 December 2017**.