

CARIBBEAN COMMUNITY SECRETARIAT

DETAILS OF THE POST OF **SENIOR PROJECT OFFICER, BILINGUAL,** **RESOURCE MOBILISATION AND TECHNICAL ASSISTANCE**

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

This position is responsible primarily for the general administration of the CARICOM/ IDPs Cooperation programme, for cooperation planning, monitoring and coordinating activities of projects in the designated programme to ensure achievement of regional objectives. The key tasks span: development of draft briefing documents on critical issues which require interventions, appraisal of proposed interventions, assistance in the preparation of project documents, review of Member States' performance/responsiveness to the interventions, and monitoring of the expenditure of projects.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess minimum professional level competencies equivalent to and including the Bachelor's Degree in Economics, International Relations, Social Sciences and/or the Humanities **plus** a minimum of five (5) years' relevant experience working in a similar environment. The experience should be multifaceted spanning: economics and financial analysis, project design and development, and project management and regional interventions. Ideally the incumbent should gain his/her experience from one or more of the following:

- A regional or an international agency or bank
- A multi-national/donor organisation
- A relevant public sector entity (Ministries/Statutory bodies)
- A large private sector organisation
- A project unit in private sector firm

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

- Spanish
- Project Development and Management

4. DUTIES AND RESPONSIBILITIES

Under the direction of the **Director, Resource Mobilisation and Technical Assistance**, the **Senior Project Officer, Bilingual, Resource Mobilisation and Technical Assistance** will be required to:

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- **TRANSLATE** incoming correspondence from IDPs from Spanish into English, and translates/facilitates the translation of key outgoing correspondence from English into Spanish;
- **PREPARE** draft briefing papers on policy issues and the priorities and concerns as they relate to CARICOM/IDPs Cooperation;
- **DEVELOP** and/or **APPRAISE** technical assistance proposals and project documents and **PROVIDE** comments and technical advice on how to improve them, as well as practical support to the Programmes where necessary, to improve the documents;
- **PROVIDE** technical support and guidance to the Secretariat personnel in regard to IDPs Cooperation policies and procedures, other sources of assistance and approaches to secure such assistance;
- **ASSIST** in the preparation of detailed project documents, work plans and budgets for presentation to funding agencies;
- **REPORT** on progress of the project portfolio on a quarterly basis and makes recommendations to the Deputy Programme Manager (Projects) for appropriate corrective actions.
- **MONITOR** expenditure of the individual project's budgets and advises on how adjustments could be made, where required.
- **ENSURE** that project closure reports are prepared in accordance with IDPs guidelines
- **RESEARCH** and **REPORT** on new and emerging opportunities for securing resources to fund the region's priorities.
- **REPRESENT** the Secretariat's Resource Mobilization and Technical Assistance Section at project reviews and prepares reports of these meetings.
- **PERFORM** other duties in line with job function as assigned by the Deputy Programme Manager (Projects), RMTA.

5. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

6. EDUCATION GRANT

The officer shall be eligible for the payment of an education grant in respect of dependent children (including step children and legally-adopted children) who require reasonable education facilities that are not available at the assigned duty station or whose education the officer would not want to disrupt in relocating to take up this appointment.

The grant shall apply to dependent children under the age of twenty-three years and shall not exceed seventy-five per cent of the cost of tuition (including text books), room and board up to a maximum total of EC\$16,200.00 per year per child for a maximum of two children at any one time. The grant is payable for a maximum of five years.

7. 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. /...

8. 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 in a single shipment 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.

9. LEAVE

The officer will be eligible for the grant of vacation leave at the rate of twenty 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.

10. 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.

11. 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.

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12. 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.

13. 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

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

15. The deadline for the submission of applications is **28 January 2018**.