

**CARIBBEAN COMMUNITY SECRETARIAT**  
**DETAILS OF THE POST OF**  
**PROCUREMENT SPECIALIST, PROCUREMENT UNIT**

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**

Responsible for providing support to the Programme Manager, Procurement Unit, in the discharge of the procurement function in relation to the **Tenth European Development Fund (10<sup>th</sup> EDF)** Project activities.

**3. QUALIFICATIONS AND EXPERIENCE**

Candidates should possess at least a Bachelor's Degree in Procurement, Business Administration, Public Administration or a related discipline **plus** five (5) years' professional experience working in one or more of the following:

- International organisations
- Regional Organisations
- Public Service
- Large Private Sector Organisations

In addition, the incumbent should possess:

- A high level of individual initiative, planning and good judgment.
- Demonstrated ability to make judgment calls and decisions with respect to EU procurement activities.
- Demonstrates resourcefulness, initiative and ability to meet tight deadlines.
- Ability to maintain confidentiality and handle sensitive issues.
- A forward-thinking professional, recognizing the value of diversity in the operation of Procurement in the Community.
- The ability to focus on impact and results.
- Concentration, accuracy and attention to details are required.
- Knowledge of all facets of the EU procurement procedures and implementation modalities, including rules and guidelines applicable to Programme Estimates and Grants.
- Personal integrity and excellent communication skills, both orally and in writing to deal effectively with external stakeholders and staff.
- Strong decision making and analytical skills.
- Familiarity with CARICOM's procurement Guidelines and Procedure Manual (GPM).

***Professional qualification in Procurement, logistics and supply chain management would be advantageous.***

/...

#### 4. DUTIES AND RESPONSIBILITIES

Under the direction of the **Programme Manager, Procurement Unit**, the **Procurement Specialist** will be required to:

- (a) **INTERACT** with stakeholders and **PROVIDE** support in the preparation of Annual Procurement Plans for the 10<sup>th</sup> EDF and other assigned projects;
- (b) **COORDINATE** and **SUPPORT** the execution of the procurement plans for the 10<sup>th</sup> EDF and other assigned projects funded by the European Community, in accordance with the Secretariat's and the European Community approved procurement guidelines and procedures;
- (c) **PROVIDE** assistance to staff in matters regarding procurement generally in the application of the relevant procurement guidelines and procedures;
- (d) **ENSURE** timely publication of procurement notices when required;
- (e) **INTERACT** with Technical Officers and other staff members to assist in the preparation of Terms of References and Technical Specifications;
- (f) **INITIATE** and **COORDINATE** the procurement process for any procurement method, and **PROVIDE** support in the development of short lists of consultants, suppliers and contractors where necessary;
- (g) **COORDINATE** tender opening and **TENDER** evaluation processes;
- (h) **DISPATCH** "No Objection" requests to the European Community;
- (i) **MONITOR** and **ENSURE** timely responses to procurement questions and clarifications raised by donors;
- (j) **CONDUCT** pre-tender meetings and site visits when required;
- (k) **ARRANGE** the negotiation process for consultants, where necessary;
- (l) **PROVIDE** support in the preparation of the final contracts, and **ENSURE** timely distribution of all relevant procurement and contract documents to all stakeholders;
- (m) **SUPERVISE** assigned procurement staff;
- (n) **ESTABLISH** and **MAINTAIN** Vendors and Consultants Database;
- (o) **PREPARE** Procurement Reports; and
- (p) **ENSURE** proper record keeping and filing of all procurement records.

**In addition to the Results and 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. EDUCATION GRANT**

The officer shall be eligible for the payment of an education grant in respect of 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 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 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 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 (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.

**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.

**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](mailto: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**.