



## **ORGANISATION OF EASTERN CARIBBEAN STATES**

### **VACANCY**

#### **Programme Officer, Health**

The Organisation of Eastern Caribbean States (OECS) is the inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Eastern Caribbean. [Read More...](#)

The OECS Health Unit sits within the Human and Social Cluster of the Social and Sustainable Development Division of the OECS Commission. The Unit works closely with its partners PAHO/WHO and CARPHA in delivering to Member States. The Four major Pillars of the OECS Health Agenda are:

- Health Empowerment and Healthy Environments
- Equitable Access to Sustainable Quality Health Services
- Accessible Information for Strategic Governance of Health
- Long term Investment for Resilient Health Systems

The OECS Diabetes Prevention and Care Project is a two year project funded by the World Diabetes Foundation intended to address several of these pillars in the area of diabetes. The activities of the project include updating of guidelines, training of health professionals, creating a diabetes registry, community outreach, a healthy lifestyle programme for diabetics and dissemination of prevention messages through an evidence based approach. The project will be executed in the countries of Antigua & Barbuda, Grenada, Dominica, Saint Lucia and St Vincent & the Grenadines in collaboration with the NCD focal points of the Ministries of Health.

#### **Job Summary**

#### **Duties and Responsibilities**

- (a) Coordinate and facilitate the development, implementation, monitoring and evaluation of a robust project plan in collaboration with the project implementation team, to ensure successful delivery of the OECS Diabetes Prevention and Care Project;

- (b) Coordinate regular meetings of the project implementation team and appropriately document and monitor outcomes, decisions and action items.
- (c) Collaborate with focal points from project partners CARPHA and WINDREF, ministries of health and national diabetes associations in participating Member States to design, implement and monitor the various aspects of the project in line with requirements and milestones;
- (d) Represent the project in assigned activities and provide updates to the programme lead. Travel to participating Member States as may be required.
- (e) Develop and implement in collaboration with communication partners, the process for the collation, evaluation and adaptation of relevant health messages in order to produce 10 key messages for use in a mass media campaign by Member States.
- (f) Conduct research and compile data and information as required by the programme lead;
- (g) Develop, implement and maintain a database of all documentation in relation to the outputs of the project, including all correspondence, reports, procurement records, accounting information and contact information in keeping with the rules and procedures of the OECS Commission
- (h) Maintain a calendar of meetings and appointments for the Project;
- (i) Prepare period reports in keeping with organisation and project requirements and as guided by the programme lead
- (j) Support project procurement when required;
- (k) Perform any other related duties as may be assigned/approved by the Head of Health including working collaboratively with the broader OECS Commission.

### Education and Training

The ideal candidate should have:

- A Bachelor's degree in Health/Social Science or other relevant field with a minimum of 5 years work experience, with at least 3 years experience working within the areas of Public Health, Health Promotion or Health Communication.

## Work Experience

- Relevant experience and competencies in project management. Experience managing deliverables and milestones ensuring that they are on time, within budget and meet project requirements. Experience working on projects of similar scope with multiple countries or collaborators is an asset.
- Relevant experience in the Health Sector or with a Health related NGO. Experience or training in the area of health promotion or communication is an asset.
- Demonstrated excellence in interpersonal communication skills, with a strong emphasis on verbal and written communication.
- Demonstrated ability to work collaboratively and with teams with appropriate negotiation and conflict resolution skills.
- Demonstrated strong organisational and time management skills (demonstrates efficiency and effectiveness).

## Role-Specific Competencies

The holder of the post should possess the following competencies:

- Strategic in approach: understands and addresses inter-dependencies and real issues
- Trustworthy
- Ensures Accountability
- Demonstrates Decision Quality
- Communicates Effectively

## Terms of Appointment

The position is on a fixed-term establishment subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes.

## Application Procedures

Applications are to be submitted for the attention of: **The Human Resources Unit, Programme Officer, Health, OECS Commission, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia** and should reach by **19 June 2018**.

Applications should include Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

Applications can also be sent via e-mail to [jobs@oecs.org](mailto:jobs@oecs.org). Only applications under consideration will be acknowledged.