CARIBBEAN COMMUNITY SECRETARIAT

DETAILS OF THE POST
PROGRAMME MANAGER
AGRICULTURAL AND AGRO-INDUSTRIAL DEVELOPMENT

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 for the management of the Secretariat’s programmes for Agricultural Development and Agro-Industrial Development aligned to the policy framework of the Revised Treaty of Chaguaramas (RTC) and the CARICOM Community Strategic Plan. It also entails the planning and execution of work programmes that support the growth and development of the agricultural sector through production and trade integration within the context of the CARICOM Single Market and Economy (CSME).

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess a Masters’ Degree in Agricultural, Agriculture Economics or related field plus at least ten (10) experience in a senior capacity in the field of agriculture and the demonstrated ability and experience in Development Planning, Management and Production. The experience should ideally be from at least two or a combination of the following:

- An International Organisation
- A Regional Institution
- A Corporate Entity
- Agricultural Ministries of Member States

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

- Project Management
- Report Writing
- Team work, Management and Supervisory skills
- Financial Analysis
- Sound conceptual and analytical skills
- Computer proficiency in Microsoft Office Suite (MS Word, Excel, Power Point), Microsoft Project 2000, Adobe Acrobat and Search Engines
4. **DUTIES AND RESPONSIBILITIES**

Under the direction of the **Director, Single Market and Sectoral Programmes**, the **Programme Manager, Agricultural and Agro-Industrial Development** will be required to:

**In the area of Agricultural Development:**

1.1 **OVERSEE AND GUIDE** the work of the Agricultural Development Unit in the implementation of the Community Agricultural Policy (as outlined in Articles 56 to 61 of the Revised Treaty of Chaguaramas), the Regional Food and Nutrition Security Policy and the articulation and execution of programmes to support the benefits from the sustainable utilisation of the crop, livestock, forestry and living marine resources of Member States, with the endorsement of the policy-makers on such actions for increased agricultural production and competitiveness. In particular, with respect to agriculture, the Programme Manager, Agriculture, will be required to:

1.1.1 **CONTRIBUTE TO/ASSIST WITH** the fundamental transformation of the agricultural sector towards market oriented, internationally competitive and environmentally sound production of agricultural products that will attract investments and lead to improved income and employment opportunities, food and nutrition security, and poverty alleviation in the Community;

1.1.2 **PROMOTE AND SUPPORT** the production, diversification, processing and marketing of agricultural products;

1.1.3 **PROMOTE AND SUPPORT** the establishment of linkages across the Member States with complementary natural resources, industries, agricultural skills and technical abilities;

1.1.4 **COLLABORATE** with Caribbean Regional Fisheries Mechanism (CRFM) in the implementation of a Common Fisheries Policy;

1.1.5 **COLLABORATE** with the Caribbean Agricultural Health and Food Safety Agency in the establishment of an effective regime of sanitary and phytosanitary measures;

1.1.6 **COLLABORATE** with the Caribbean Agricultural Research and Development Institution in advancing appropriate technologies, through research and development, to all levels of the sector;

1.1.7 **COLLABORATE** with CARICOM Regional Organisation for Standards and Quality (CROSQ) in the formulation and approval of Community Standards for food products;

1.1.8 **PROMOTE** the establishment of adequate production and market infrastructure, including transportation services;

1.1.9 **PROMOTE AND SUPPORT** the adoption of effective measures for rural agricultural enterprise development, including programmes that support women and youth;

1.1.10 **PROMOTE** the development, management and conservation of the forest resources in the Member States on a sustainable basis; and
1.1.11 **PROMOTE** linkages between agriculture and other economic sectors, such as tourism and industry, as well as with the health and education sectors.

In the area of Agro-Industrial Development:

1.2 **COLLABORATE** with the Private Sector Facilitation and Industrial Development Unit in the promotion of agro-industrial development in the Region through, *inter alia*, the formulation of strategic industrial policies and programmes that incorporate agricultural production and Agro-industry related activities, the development of strategies for training and the provision of the necessary agro-industrial skills, the development of regional agro-industry standards, standardization, and an adequate region-wide agro-industry standards infrastructure, and the critical application of technology to enhance the region’s agro-industrial production competitiveness. In particular, with respect to Agro-Industry, the Programme Manager Agriculture and Agro-Industrial Development will be required to:

1.2.1 **ASSIST** with the promotion of regional agro-industrial enterprises capable of achieving scales of production to facilitate successful competition in domestic, regional and extra-regional markets;

1.2.2 **FORMULATE** appropriate policy measures and the legislative framework for the development of competitive micro and small enterprises in the agricultural and agro-industrial sectors of Member States;

1.2.3 **COLLABORATE** with Regional and National Private Sector bodies to deepen regional integration in order to achieve sustained economic development; and

1.2.4 **COLLABORATE** with CARICOM Regional Organisation for Standards and Quality (CROSQ) in the formulation and approval of Community Standards.

1.3 **PROMOTE** the establishment and maintenance of an investment-friendly environment, including a facilitative administrative process;

1.4 **PROMOTE** the advancement of production integration and cross border investments, i.e. (a) the direct organization of production in more than one Member State by a single economic enterprise; (b) complementary production involving collaboration among several economic enterprises operating in one or more Member States to produce and use required inputs in the production chain; and (c) co-operation among economic enterprises in areas such as purchasing, marketing, and research and development;

1.5 **CONTRIBUTE** to the work of the Council for Trade and Economic Development (COTED) in its effort to collaborate with competent agencies to assist Member States in designing appropriate policy instruments to support agro-industries, which may include effective export promotion policies, financing policies, incentives and technology policies;

1.6 **PROMOTE** the consultative process with stakeholders especially the private sector, including farmers’ networks and groups, to ensure effective participation in public policy/legal framework in the development of Regional and National Public Private
Partnerships and determination of priority programmes for development and implementation;

1.7 **OVERSEE** the development and promotion of Community Awareness of the effect of external and internal economic and sectoral developments on the agriculture and agro-industrial sectors within Member States and the wider CSME;

1.8 **MONITOR AND COORDINATE** the support to agriculture and agro-industry from various agriculture agencies and development partners within the Region;

1.9 **MONITOR** the creation and preservation of a suitable investment climate in CARICOM Member States in order to attract and encourage a greater flow of investment to agro-industry within the Region;

1.10 **OVERSEE** the implementation of sector policies and programmes of the CSME.

1.11 **PARTICIPATE** in the development of sustainable agricultural policies for increased agricultural efficiency and productivity in the Region, particularly in support of agro-industry, through the sustainable utilisation of the crop, livestock, forestry and marine resources of Member States;

1.12 **MONITOR** the promotion of Agro-Industrial Development through the formulation of Agro-industrial policies and programmes and the development of related strategies for accelerated training of Agro-industrial skills;

1.13 **DEVELOP** policy proposals for the Region's Agro-Industry Sector in the formulation of the CARICOM Strategic Plan;

1.14 **LIAISE** with the umbrella bodies and associations that represent the small and medium size enterprises (SMEs), especially those involved in Agro-industrial activities, throughout the Region;

1.15 **DETERMINE** on an annual basis, the major Job Objectives for each aspect of the Programme and **IDENTIFY AND DISCUSS** with subordinates the Key Results Areas to be used as determinants to their performance results on a quarterly basis;

1.16 **DEVELOP** and implement a monitoring and evaluation framework for the Agriculture Work Programme and Agro-Industry Work Programme (jointly with the Programme Manager for Private Sector Facilitation and Industrial Development) and prepare and monitor Annual Work Programmes, Project Plans and Budgets;

1.17 **PREPARE** submissions for the Caribbean Community Strategic and Operational Plan;

1.18 **ADVISE** on the achievability of planned programme activities and outputs against the background of availability and adequacy of human and financial resources;
1.19 **PREPARE** Sectoral Policy Briefs, Analytical/Research Papers and Reports as required; and

1.20 **CONDUCT** quarterly monitoring and review of Programme activities.

In addition to the 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 and telephone number) 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 **20 June 2018**.