



DETAILS OF THE POST
COORDINATION AND CORPORATE REFORM OFFICER
OFFICE OF THE DEPUTY SECRETARY-GENERAL

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

The Coordination and Corporate Reform Officer is a member of the Office of the Deputy Secretary-General (ODSG) and works under the direct supervision of the Deputy Secretary-General. The incumbent is responsible for coordinating timely implementation of the corporate decisions, recommendations and rollout of corporate tools for enhanced service delivery across the Secretariat.

Key Results for this role include:

- ☐ Leading operational processes that are in line with the institutional reform agenda across the corporate functions and technical directorates of the Secretariat.
- ☐ Coordinating the ODSG's corporate oversight of, and following-up on all corporate decisions, recommendations for timely implementation.
- ☐ Managing ongoing reviews and effective rollout of corporate tools, systems and platforms.

3. QUALIFICATIONS AND EXPERIENCE

Candidates must possess a Master's Degree specializing in Organizational Development, Change Management, Human Resources, Industrial Engineering, or a related field is required, **plus** at least five (5) years of relevant and equivalent level experience in change management and/or corporate reform while working in one of the following institutions:

- ☐ Public Sector
- ☐ Large Regional Private Sector Organisation
- ☐ Regional or International organisations
- ☐ A major multinational organisation

The incumbent should possess specialised demonstrated competence and training in:

- ☐ Analysing, measuring and optimizing corporate processes and procedures on a number of projects and work assignments
- ☐ VISO or Smart Draw process modeling software

- Microsoft Suite
- Presentation Delivery

4. **DUTIES AND RESPONSIBILITIES**

Key Result 1: Leads operational processes that are in line with the institutional reform agenda across the corporate functions and technical directorates of the Secretariat.

Activities

- 1.1 **LEADS** and **MOBILIZES** all relevant staff across the Secretariat to develop and implement operational processes in line with the Secretariat's Strategic Plan and corporate reform efforts;
- 1.2 **SUPPORTS** the Office of the Deputy Secretary-General in the research, design, implementation and review of corporate reform in line with the Secretariat's Strategic Plan and corporate reform efforts, and consistent with international best practice;
- 1.3 **DESIGNS** programmes to build the capacity of managers and staff of the Secretariat to map and manages the operational process within their remit; to assist staff to develop new competences which may be necessary; to entrench a culture of change; to build capacity to undertake new functions required of the Secretariat and to become results driven;
- 1.4 **PREPARES** progress reports in accordance with an approved schedule;
- 1.5 **LEADS** the monitoring and evaluation of corporate reform processes, programmes, and procedures as required. This includes designing and/or introducing quality assurance measures, the measurement of risks, documenting results and proposing actions for improvements;
- 1.6 **PROVIDES** oversight and reporting on the work of all relevant institutional reform working groups; and
- 1.7 **SERVES** as ODSG focal point and interlocutor on all operational processes, including with the Secretariat's Risk Manager.

Key Result 2: Coordinates the ODSG's corporate oversight of, and follows-up on all corporate decisions, recommendations for timely implementation.

Activities

- 2.1 **ESTABLISHES** mechanisms for effective oversight of and follow-up on all corporate decisions including Internal Audit recommendations;
- 2.2 **CONVENES** and **MANAGES** meetings with all corporate departments and units and **LEADS** the follow-up on all matters arising;
- 2.3 **ESTABLISHES** and **MANAGES** tools for timely monitoring, implementation, review, and

reporting on the matters arising from all periodic meetings with all corporate departments and units; and

- 2.4 **MEETS** Heads of corporate departments and units on a periodic basis to review progress, **ASSESES** achievement of milestones, **DETERMINES** and **UPDATES** risks, and other agreed measures of performance.

Key Result 3: Manages ongoing reviews and effective rollout of corporate tools, systems and platforms.

Activities

- 3.1 **LEADS** on all internal and external consultations to ensure the deployment, implementation, review and update of all corporate tools, systems and platforms;
- 3.2 **LIAISES** with the relevant corporate units and external service providers to conduct needs assessments, **REVIEWS** and **UPDATES** of corporate tools to meet the evolving needs of the Secretariat;
- 3.3 **ENSURES** adequate consultation is held with all stakeholders to secure a comprehensive understanding of needs;
- 3.4 **ENSURES** the evolving needs of the Secretariat are incorporated into updates to corporate tools;
- 3.5 **ESTABLISHES** systems for periodic review and upgrades to corporate tools, systems and platforms; and
- 3.6 **ENSURES** ongoing relevance of the Secretariat's Meeting Management System.

In addition to the Activities outlined above, the incumbent is expected to perform other related duties as assigned.

5. EMOLUMENTS AND BENEFITS

This is an S3 post. The salary scale for the position is EC\$10,471.00 to EC\$13,313.00 per month.

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 (23) years and shall not exceed seventy-five per cent (75%) of the cost of tuition (including textbooks), room and board up to a maximum total of EC\$16,200.00 per year per child for a maximum of two (2) children at any one time. The grant is payable for a maximum of five (5) 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 permanent establishment 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 staff rules and policies, rules, regulations, orders and instructions as exist and as may be introduced from time to time with respect to service with the Caribbean Community 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 (18) 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 45.3 cubic meters, 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 (12) months of service in respect of the officer, spouse and up to two (2) 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

Subject to acceptance by the Secretariat's insurance carrier, the Officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health insurance, the Officer will contribute fifty per cent (50%) of the premium. The life and accident insurance scheme is non-contributory.

12. SUPERANNUATION

An Officer appointed to this post will be required to participate in the Secretariat's Defined Contribution Pension Plan and contribute 7 per cent of basic salary per month, while the Secretariat will contribute 13 per cent of the Officer's basic salary to the pension plan. 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 (25%) 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 the email addresses of three (3) referees (**at least two of whom must be familiar with the applicant's work**), should be addressed to:

**Adviser
Human Resource Management
Caribbean Community Secretariat
Turkeyen, Greater Georgetown, Guyana**

and sent via email to assistance@caricom.org - The title of the vacancy should be clearly identified in the subject line of the email.

14. The deadline for the submission of applications is **7 June 2024.**