

**DETAILS OF THE POST**  
**DEPUTY PROGRAMME MANAGER**  
**CULTURE**

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 above-mentioned position in the Caribbean Community Secretariat with assigned duty station in Guyana.

**2. FUNCTIONS OF THE POST**

The Deputy Programme Manager, Culture collaborates with Ministries responsible for Culture, other culture stakeholders, regional and international development partners, to facilitate cultural policy coordination, implementation of a restructured Caribbean Festival of Arts (CARIFESTA); strengthening of creative and cultural industries in the region; advocacy for Reparations for Native Genocide and Slavery; the execution of regional projects in culture, and policy-related interventions to promote trade in cultural services and the free movement of artists and cultural workers in the Community.

The Deputy Programme Manager is the frontline middle management position with responsibility for the coordination and implementation of agreed priority actions and activities outlined in the Regional Development Strategy for the Cultural and Creative Industries in CARICOM (2012); and the Regional Strategic and Implementation Plan for Cultural and Entertainment Services in CARIFORUM (2017), under the supervision of the Programme Manager.

He/she supports the development, implementation and monitoring of the Annual Work Programme and provides technical input to regional and international meetings on culture as required.

**3. QUALIFICATIONS AND EXPERIENCE**

Candidates must possess a Master's Degree in Cultural Studies, Sociology, Anthropology, the Arts or other related fields, **plus** at five (5) years of relevant and equivalent level experience in any combination of the following: academic environment, cultural or social development organization; and regional and/or international organization.

The incumbent should possess good working knowledge and/or experience in:

- ☐ Project Management
- ☐ Computer applications for basic research and data processing, communication and information management
- ☐ Regional integration and the CSME
- ☐ International cooperation in culture and development
- ☐ Cultural priorities and needs in CARICOM
- ☐ Cultural policy development in CARICOM
- ☐ CARICOM's Reparatory Justice Agenda

- Cultural heritage, practices and traditions in CARICOM
- Strong written and verbal communication skills; and
- A second language in Spanish, French or Dutch would be an asset.

#### 4. **DUTIES AND RESPONSIBILITIES**

##### ***Key Result 1: Manages CARICOM's cultural, artistic and heritage promotion and development programme.***

###### *Activities*

- 1.1 **PROVIDES** technical, advisory and logistical support for the staging, promotion and restructuring of CARIFESTA in keeping with the CARIFESTA Strategic Plan (2004);
- 1.2 **ASSISTS** in coordinating regional positions and follow-up action on relevant regional and international conventions, meetings and mandates related to cultural heritage;
- 1.3 **CONTRIBUTES** to the implementation of regional activities to commemorate important historical and cultural events;
- 1.4 **SUPPORTS** advocacy and promotion of CARICOM's Agenda for Culture through traditional and social media and mainstreaming culture in other programmes in the Secretariat;
- 1.5 **DEVELOPS** and **MAINTAINS** databases of Ministries of Culture as well as cultural organizations, associations and artists in CARICOM and maintain regular contact with governments and culture stakeholders; and
- 1.6 **ENCOURAGES** the use of culture/edutainment for public education and promoting positive attitudes.

##### ***Key Result 2: Assists in the implementation of regional strategies, policies and programmes to develop the cultural and creative industries***

###### *Activities*

- 2.1 **ASSISTS** with the implementation of the Regional Development Strategy for the Cultural and Creative Industries in CARICOM (2012) and the Regional Strategic and Implementation Plan for Cultural and Entertainment Services in CARICOM (2017), and **CONDUCTS** periodic reviews of these regional strategic frameworks;
- 2.2 **ASSISTS** in promoting the importance of culture and cultural industries as integral to the sustainable development of the region and advocating for targeted incentives for the sector;
- 2.3 **DRAFTS** proposals to access European Development Fund (EDF) allocations for creative industries;

- 2.4 **COLLABORATES** with the CSME Unit, CARIFORUM-EU Implementation Unit and Caribbean Export to ensure a coordinated regional approach to technical and financial support for creative industry development, facilitating market access and the strategic treatment of the creative sector in regional and international trade arrangements and negotiations;
- 2.5 **COLLABORATES** with UNESCO and WIPO on activities related to mapping and measuring the cultural/creative industries in CARICOM; and
- 2.6 **SUPPORTS** follow-up activities in implementing the Small Island Developing States Agenda with respect to cultural and creative industries in Member States.

***Key Result 3: Supports advocacy for and implementation of CARICOM's Reparatory Justice Agenda for Native Genocide and Slavery***

- 3.1 **SUPPORTS** the convening of meetings of the Prime Ministerial Sub-Committee on Reparations and **PROVIDES** technical support to the CARICOM Reparations Commission in relation to quarterly meetings, reporting and the implementation of work programme activities;
- 3.2 **ASSISTS** with managing the regional reparations budget; and
- 3.3 **MONITORS** and **CIRCULATES** information to relevant stakeholders on international developments in the reparations agenda.

***Key Result 4: Supports the effective operationalisation and implementation of policy decisions, key activities and support resource mobilization***

- 4.1 **COLLABORATES** with the Resource Mobilisation and Technical Cooperation Programme to develop proposals for culture projects and programmes;
- 4.2 **PROVIDES** technical support and input to annual convenings of the Regional Cultural Committee comprising Directors of Culture and periodic convenings of the Council for Human and Social Development (COHSOD) on Culture;
- 4.3 **DRAFTS** the Annual Work Programme and budget and **MONITORS** its implementation; **CARRIES-OUT** research and analysis on culture, and **PREPARES** technical reports for the Directorate, Ministerial meetings and the Lead Head for Culture; and
- 4.4 **REPRESENTS** the Secretariat at international and regional meetings as required.

**In addition to the Results and Activities outlined above, the incumbent is expected to perform any other relevant duties and responsibilities in keeping with job functions.**

**5. EMOLUMENTS AND BENEFITS**

This is an S3 post. The salary range for this position is EC\$11,868.00 to EC\$15,190.00 per month.

**6. EDUCATION GRANT**

The Officer shall be eligible for the payment of an education grant in respect of children (including stepchildren 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 the 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 (2) 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 your 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 percent 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 [recruitment@caricom.org](mailto:recruitment@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 **Friday, 14 February 2025**.**