

DETAILS OF THE POST
DIRECTOR
CARICOM SINGLE MARKET (CSM)

Applications are invited from interested and suitably qualified professionals who are nationals of the Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the above-mentioned position in the CARICOM Secretariat with assigned duty station in Barbados.

2. JOB SUMMARY

Reporting to the Assistant Secretary-General (ASG), CARICOM Single Market and Trade CSMT, the Director, CARICOM Single Market will lead the team that develops and manages the CARICOM Single Market programmes and projects administered by the CARICOM Secretariat.

These programmes and projects will cover the free movement of goods, services, skills, capital and the establishment of enterprises in the Single Market.

3. QUALIFICATIONS AND EXPERIENCE

Candidates **must** possess a Master's Degree in Economics, International Relations or related discipline plus at least ten (10) years of post-qualification relevant and equivalent level experience working in one or more of the following entities:

- ☐ International trade and investment organisations
- ☐ Ministry of Commerce and Trade
- ☐ Private sector advocacy organisation
- ☐ Regional or international economic development institution

Candidates must possess specialised training and good working knowledge in -

- ☐ Economic development strategies and policy formulation
- ☐ Economic integration strategies
- ☐ Trade policy and trade liberalisation formulation and management
- ☐ Business development and competitiveness strategies
- ☐ Project development and management

In addition, the incumbent must possess strong analytical, writing and oral communication skills and must demonstrate sound judgment and emotional intelligence.

4. DUTIES AND RESPONSIBILITIES

Key Result 1: Developing programmes and projects to advance the CARICOM Single Market.

Activities

- 1.1 **IDENTIFIES, DEVELOPS, EXECUTES and MONITORS** programmes and projects to promote -
 - 1.1.1 **development and integration** of the economies of Member States into the Single Market; and
 - 1.1.2 **cooperation, development and policy coordination** among various Community institutions and private sector organisations in advancing the development of the region's economic sectors.
- 1.2 **MONITORS, EVALUATES and ADVISES** on developments at the national, regional and international levels that affect regional trade and the functioning of the Single Market and Customs and impact the rights of CARICOM nationals under the five (5) core regimes of the CSME and the policy environment for the conduct of business in the Member States of the Community;
- 1.3 **COLLABORATES** with the Directorate of Foreign and Community Relations, Human and Social Development and Economic Integration, Innovation and Development and other designated divisions of the Secretariat in preparing and promoting the Community's work on all Single Market issues;
- 1.4 **PROVIDES** general direction and management of the Single Market Programme including the management and supervision of the staff assigned to these programmes;
- 1.5 **REVIEWS** and manages programme performance;
- 1.6 **REVIEWS** the development of strategies and policies to promote market integration including trade in goods and services, skilled labour, movement of capital and the intra-regional flow of investment;
- 1.7 **REVIEWS and ADVISES** on programmes for expansion and deepening of the Single Market and for the successful implementation of the CSM;
- 1.8 **REVIEWS** developments and issues with implications for the CSM process and **PROVIDES** input and technical advice to the Executive Management Committee and Ministerial Councils;
- 1.9 **SUPPORTS AND FACILITATES** the work of the Council for Trade and Economic Development and Council for Human and Social Development as required;
- 1.10 **CONTRIBUTES** to reviews of social and economic issues that have implications for the CSME process and achievements and **DEVELOPS and RECOMMENDS** strategies for minimising dislocation arising from trade liberalisation and movement of skilled CARICOM nationals;

- 1.11 **ASSISTS** in the mobilisation of resources to support the implementation of the CSM;
- 1.12 **RESPONDS** to requests from Member States for policy advice and technical assistance on CARICOM Single Market implementation(including the free movement of goods, services and skilled CARICOM nationals) and improvements to the business environment;
- 1.13 **REVIEWS and provides** feedback on technical consulting reports and the strategic interventions necessary for the CSM process;
- 1.14 **PARTICIPATES** in the Senior Management Committee of the CARICOM Secretariat; and
- 1.15 **MANAGES** the work programme of the CSM Unit for the effective delivery of agreed mandates and delivery of support to Member States.

Key Result 2. Effective Management of the CSM's Work Programme.

Activities

- 2.1 **PREPARES** the annual work programme and budget for the CSM Unit in collaboration with the staff of the Unit;
- 2.2 **MANAGES** the Staff and work of the CSM Unit in keeping with the annual work programme; and
- 2.3 **SETS** performance targets for members of staff in accordance with the work programme and provides oversight, ongoing performance assessment and supports skills building and professional development of staff.

In addition to the Results and Activities outlined above, the incumbent may be called upon to perform other duties in support of the overall mission of the CARICOM Secretariat and the regional integration effort.

5. EMOLUMENTS AND BENEFITS

This is an S5 post. The salary range for this position is EC\$20,343.00 to EC\$24,296.00 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 Barbados, 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 the 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 dependants not exceeding two (2) as may be approved by the Secretary-General, provided that the number of children and other dependants 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 Barbados, 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 Barbados; 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 thirty (30) 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) other approved dependants.

10. PRIVILEGES AND IMMUNITIES

The officer will be granted the privileges and immunities that are available to staff members of the Caribbean Community whose assigned duty station is in Barbados.

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 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 contribution⁹ 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 - The title of the vacancy **must** be clearly identified in the subject line of the email.

14. The deadline for the submission of applications is **Friday, 19 September 2025.**