

DETAILS OF THE POST

DIRECTOR, PAN CARIBBEAN PARTNERSHIP AGAINST HIV/AIDS (PANCAP) COORDINATING UNIT

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 incumbent will provide comprehensive regional policy guidance, leadership and overall management of the PANCAP Coordinating Unit, determine strategic priorities and programmatic orientation, mobilize resources to support the implementation of the Caribbean Regional Strategic Framework on HIV and AIDS and other issues related to sexual and reproductive health and rights, and lead on and/or coordinate outreach and engagement on other identified social issues, especially with vulnerable populations. The incumbent will also Interface with national, regional and international partners to promote the work of the CCS on these issues, including the work of PANCAP.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess a Master's Degree in Public Health, Health Economics, or related discipline, **plus** at least ten (10) years of relevant and equivalent level experience at the senior professional level in:

- (i) Public Policy and in the implementation or management of Projects and Programmes involving HIV/AIDS, and in the social sector;
- (ii) A thorough understanding of public health and social issues in the Caribbean region including HIV and AIDS programming, and proven expertise in information analysis in order to determine strategic priorities;
- (iii) Knowledge and experience in mobilizing resources and with the procedures and regulations of International Donor Agencies and in formulating HIV/AIDS and social sector related project proposals;
- (iv) Experience in interacting with Civil Society Organisations at the national, regional and international levels;
- (v) Experience in interacting with national, regional and international Institutions/Organisations; and
- (vi) A strong commitment to working in a culture of participation and consultation.

Specialised training or a proven track record in:

- Management and leadership
- Resource Mobilisation
- Analysis and communication
- Human relations
- Negotiating skills
- MS Office Suite and MS Project
- Command of the English language.

4. DUTIES AND RESPONSIBILITIES

Key Result 1: Supports strategic and policy guidance and advocacy on HIV and AIDS, Sexual and Reproductive Health and Rights, and any other identified social issue

Activities

- 4.1 **PROVIDE** comprehensive policy guidance on the Caribbean regional response to HIV and AIDS, other sexual reproductive health and rights issues and other identified social issues to regional political leaders, non-governmental organisations, civil society, private sector and the various decision-making organs of PANCAP and CARICOM;
- 4.2 **DIRECT** the regional strategic planning process on HIV and AIDS, other sexual reproductive health and rights issues and other identified social issues to determine strategic priorities, programmatic direction and operational imperatives;
- 4.3 **PROVIDE** overall oversight in the implementation of all PANCAP projects and programmes;
- 4.4 **PROVIDE** strategic leadership and dynamic management of the operations of the PANCAP Coordinating Unit in the broad areas of strategy and resource mobilization, policy analysis, strategic information and communication and corporate services;

Key Result 2: Develops, implements and manages the PANCAP Work Programme

Activities

- 4.5 **FACILITATE** the mainstreaming of HIV/AIDS and other sexual reproductive health and rights issues and community engagement into the work programme of the Secretariat especially the activities that fall under the Directorate of Human and Social Development;
- 4.6 **COORDINATE** the implementation and monitoring of the regional response to HIV/AIDS;
- 4.7 **MOBILISE** resources to support the work of PANCAP including the effective implementation of the Caribbean Regional Strategic Framework on HIV and AIDS, other sexual and reproductive health and rights and other social issues, as identified;
- 4.8 **SERVE** as the Communications Focal Point for the Latin America and Caribbean Delegation to the Global Fund.

Key Result 3: Represent PANCAP and CARICOM Secretariat

Activities

- 4.9 **INTERFACE** with national authorities, regional institutions, bilateral and multilateral agencies and development partners in building the profile and promoting the ideals of PANCAP;
- 4.10 **ENGAGE** in high-level political advocacy or political leadership, mutual accountability and shared investments;
- 4.11 **REPRESENT** CARICOM/PANCAP at regional and international forums and **CONTRIBUTE** towards policy decision-making and debate on HIV and AIDS.

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. SETTLEMENT GRANT

On assumption of duty in Guyana, the officer shall be paid a settlement grant in respect of self, 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.

7. 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 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.

8. 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 months of service in respect of the officer, spouse and up to two dependent children.

9. 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.

10. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

Subject to your acceptance by the Secretariat's insurance carrier, Sagicor Life Inc., 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.

11. 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.

12. APPLICATIONS

Interested candidates must create a job profile and apply for the position via the CARICOM Secretariat's Recruitment Portal. The link can be accessed at – https://caricom.org/opportunities_category/caricom-secretariat-vacancies/

- 13.** The deadline for the submission of applications is **25 January 2023**.