



**CARIBBEAN COMMUNITY
SECRETARIAT**

DETAILS OF THE POST
PROJECT OFFICER

CARICOM SINGLE MARKET AND TRADE (CSMT)
ELEVENTH EUROPEAN DEVELOPMENT FUND (11TH EDF) PROJECT

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 Barbados.

2. FUNCTIONS OF THE POST

The incumbent is responsible for managing the 11th EDF Project: “Assessment of the Impacts and Potential Benefits of the CARICOM Single Market and Economy (CSME)”, which is being administered through the CARICOM Single Market and Economy (CSME Unit) in the Directorate of CARICOM Single Market and Trade (CSMT). The Officer will provide professional and technical support on behalf of the CARICOM Secretariat to the consultants; manage the day-to-day operations of this project by providing administrative and logistical assistance to the Consultants; and serve as a liaison between the CSMT Directorate of the CARICOM Secretariat, Member States, and the consultants by providing timely feedback and information for the execution and delivery of the outputs during each phase of the project. The Officer will manage all aspects of the work of the Project Steering Committee or the Peer Review Committee, established to provide feedback to the consultants and will plan, organize, and convene all meetings, dialogue, discussions and sessions between the Secretariat, the consultants and other key stakeholders. The functions of the post would require the holder to prepare reports, briefs and documents arising from these meetings and for submission to the Organs of the Community.

3. QUALIFICATIONS AND EXPERIENCE

Candidates must possess a Bachelor’s Degree in Economics or equivalent or related discipline, **plus** at least five (5) years of relevant and equivalent level experience working in the field and area in one of the following institutions:

- Ministries of Trade and Economic Development
- Regional Economic and Development Institution
- An International Economic Development Institution
- Public and/or Private Sectors

The incumbent should possess specialised training and good working knowledge in:

- Communication
- International Trade and Regional Integration
- The CARICOM Single Market and Economy
- Economic Integration and Free Movement of Goods, Services and Skilled Nationals
- Economic Analysis and Research Techniques

4. DUTIES AND RESPONSIBILITIES

Key Result Area: Oversees the successful execution and completion of the 11th EDF Project, “Assessment of the Impacts and Potential Benefits of the CARICOM Single Market and Economy (CSME)”, which is meant to provide a clear and robust analysis of the potential impacts and net benefits of the CSME and determines optimal strategies to maximise the realisation of the potential benefits of CARICOM regional economic integration.

Activities

- 4.1 **ASSISTS** with all aspects of the execution and implementation of the 11th EDF Project on the “Assessment of the Impacts and Potential Benefits of the CARICOM Single Market and Economy (CSME)” from the inception to the project exit phase;
- 4.2 **MONITORS** the work of the consultants on this project and **PROVIDES** timely feedback to the consultants; **LIAISES** with the Project Steering Committee or Peer Review Committee, overseeing the work of the Consultant; **PROVIDES** timely feedback to all stakeholders by sharing information on a timely basis;
- 4.3 **PLANS** and **COORDINATES** all meetings and sessions under the project and **ENSURES** the timely submissions of reports by the consultants; **PREPARES** all the meeting documents, agendas, briefs and meeting dossiers; and **PROVIDES** administrative and logistical support to this project;
- 4.4 **SERVES** as the technical secretary to the Project Steering Committee or the Peer Review Committee and **PROVIDES** all the services that are associated with this position; **PERFORMS** rapporteur duties for meetings under this consultancy with the CARICOM Secretariat and the COTED;
- 4.5 **PREPARES** quarterly reports and briefs on the implementation of the project in accordance with the reporting requirements of the 11th EDF SFCICPP, to the Programme Coordinating Unit (PCU)/Programme Support Unit through the CSME Unit/CSMT Directorate;
- 4.6 **FOLLOWS-UP** with Member States and other stakeholders through the appropriate channels on matters relating to the implementation of the project and connected matters;
- 4.7 **GATHERS** information, data, reports, documents and relevant papers that would enable the consultants to execute and conduct the work under this project;
- 4.8 **RESEARCHES** and **PROVIDES** background information on subject matters relating to this project and the Sub-Programme;
- 4.9 **RECEIVES** and **CIRCULATES** the reports and proposals submitted by the consultants under the various phases of the consultancy;

- 4.10 **REVIEWS** the reports and proposals from consultants before they are circulated internally and communicate any comments and feedback from the Secretariat to the consultants;
- 4.11 **ENSURES** submission of revised reports and proposals to the Project Steering Committee or Peer Review Committee for comments and feedback on a timely basis;
- 4.12 **REVIEWS** all invoices and payment documents submitted by the Consultants in relation to this project and provides the necessary verifications to allow for certification for the processing of payments by the Finance Unit;
- 4.13 **PREPARES** correspondence (responses and enquires) for signature and **DISPATCHES** same to the Consultants, Ministries and key Stakeholder Organisations; and
- 4.14 **PERFORMS** any other relevant duty from time to time in keeping with the job functions as assigned by the Senior Technical Coordinator, CSME or the Director, CARICOM Single Market.

5. **EMOLUMENTS AND BENEFITS**

This is a S1 post. The salary range for this position is EC\$6,291.00 to EC\$7,998.00 per month.

6. **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 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 (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 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.

8. 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.

9. PRIVILEGES AND IMMUNITIES

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

10. 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.

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 (20%) 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 (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.

12. 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.

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