



**CARIBBEAN COMMUNITY  
SECRETARIAT**

**DETAILS OF THE POST**  
**RESEARCH AND PROTOCOL OFFICER**  
**OFFICE OF THE 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 incumbent operates under the direction of the Chef de Cabinet and is responsible for providing substantive information/documentation for meetings/conferences, missions; following-up on the decisions taken by the Organs falling to the responsibility to the Office of the Secretary General; and preparing relevant reports. The Officer also provides protocol services for Official events/ceremonies involving the Secretary-General or in his/her absence, the Deputy Secretary-General or Officer in Charge (OIC) of the Secretariat.

The job entails: research; preparation of reports and briefs; drafting of correspondence; translation and interpretation; rapporteuring; coordination of/assisting with visits to the Secretary-General; providing protocol services for some visitors to the Secretary-General; accompanying the Secretary-General on some missions.

**3. QUALIFICATIONS AND EXPERIENCE**

Candidates must possess a Bachelor's Degree in International Relations, **plus** at least five (5) years of relevant and equivalent level experience working in one of the following institutions:

- ☐ Ministry of Foreign Affairs
- ☐ Regional or International organisations
- ☐ Ministry of Trade and International Business
- ☐ A major multinational organisation

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

- ☐ International/Foreign Relations/Diplomacy
- ☐ At least one foreign language preferably French, Spanish or Dutch
- ☐ Research methods
- ☐ Information technology for communication and report production

#### 4. DUTIES AND RESPONSIBILITIES

***Key Result Area: In providing research and protocol support to the Secretary-General and the Office of the Secretary-General, the following will be required as key outputs and measurable outcomes:***

- 4.1 **CONDUCTS** research for the preparation of briefs/reports to facilitate the Secretary-General's high-level engagements and for the drafting of responses to correspondence;
- 4.2 **PERFORMS** rapporteurial functions at meetings as required;
- 4.3 **ASSISTS** with the preparation of documentation to facilitate the follow-up to decisions taken by the Organs falling to the responsibility of the Office of the Secretary-General;
- 4.4 **COORDINATES** or **PROVIDES** support for visits of Heads of State and/or Government/Ministers and/or other Dignitaries to the Secretary-General (Secretariat);
- 4.5 **COORDINATES** ceremonies for the presentation of Letters of Credentials to the Secretary-General by newly- appointed Plenipotentiary Representatives;
- 4.6 **PROVIDES** protocol services for Official visits/events/ceremonies/meetings involving the Secretary-General or in his/her absence, the Deputy Secretary-General or OIC of the Secretariat;
- 4.7 **ADVISES** on Protocol matters relating to the Secretariat with the guidance of the Chef de Cabinet;
- 4.8 **TRANSLATES** documents and **PROVIDES** interpretation services;
- 4.9 **ACCOMPANIES** the Secretary-General on missions as may be requested;
- 4.10 **MAINTAINS** up-to-date protocol records, including the protocol manual and record of Ambassadors accredited to the Caribbean Community; and
- 4.10 **CONTRIBUTES** to a positive and professional image of the CARICOM Secretariat at all times, in keeping with its Core Values.

**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 S2 post. The salary scale for the position is EC\$8,382.00 to EC\$10,657.00 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](mailto: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**.**